

IMPORTANT UNIVERSITY VILLAGE AND 1855 PLACE MOVE-OUT INFORMATION

As the semester comes to a close, Residence Education and Housing Services extends best wishes to you as you prepare for your finals!

Below you will find important spring closing information and all you need to know about move-out. If you have any questions, please visit your Service Center.

UNIVERSITY VILLAGE CLOSING

University Village Apartments will be closed and locked on **Friday, May 5, at 8 p.m.** Plan to leave your apartment within 24 hours of your last final unless you have been granted a "Late Stay." To apply for "Late Stay" visit liveon.msu.edu/iLiveOn.

BEFORE YOU LEAVE

Please be aware that all on-campus residents must complete the pre-departure process and provide a mail forwarding address to receive mail this summer. We are unable to forward to international addresses. Visit liveon.msu.edu/iLiveOn, log in, and click "Begin the Checkout Process" to complete pre-departure.

You are expected to leave your apartment in **move-in condition** meaning that it should be as clean as it was when you moved in. Your apartment must be left in clean condition, including:

- Walls, floors, closet
- Fixtures, doors, windows, furniture
- Bathrooms
- Empty and clean refrigerator
- Empty and clean cupboards

The most common charges are due to failure to clean (dirty bathrooms, dirty kitchens), wall paint and damages. Your student account will be charged for cleaning and damages. Do not forget to:

- Check to be sure you have all your personal items
- Close your window, lower the blinds, turn off the lights
- Lock your door (bedroom and apartment)
- Check out at designated location

CHECK OUT

Everyone is required to check out in person! Failure to check out properly may result in charges for lock changes and mail not being forwarded. Please turn in all items when you are ready to leave.

Please present your:

- MSU ID
- Apartment key, mailbox key, loaner key (if applicable)
- Any building keys
- Loaner access cards (if applicable)

RESIDENTIAL DINING FINALS WEEK HOURS AND LOCATION

Please visit eatatstate.com for meal times and locations during Finals Week. **All dining halls will close at 2 p.m. on Friday, May 5** (with the exception of Riverwalk Market at Owen Hall, which will close at 7 p.m.). Brody Square will reopen at 5 p.m. and be cash only.



SPARTY'S FINALS WEEK HOURS

Please visit eatatstate.com for Sparty's Finals Week hours.

QUIET HOURS

24-hour quiet hours will be in effect from 8 p.m. on Friday, April 28 through 8 p.m. on Friday, May 5.

BICYCLES

Bikes must be removed from indoor bike racks prior to checkout and outdoor bike racks by Sunday, May 7. Bikes that are not removed will be impounded by the MSU Police.

SUMMER STORAGE

MSU has recently partnered with Two Men and A Truck to offer moving and storage services to students during summer break. A discounted rate is available May 1 – Sept. 30, 2016. Services include scheduled pick-up and drop-off times at residence halls, free delivery of box kits prior to the move date and safe, secure, climate-controlled storage. For more information, visit liveon.msu.edu.

STAYING IN UNIVERSITY VILLAGE THIS SUMMER

If you have a lease to stay in University Village for fall 2016 and you live in 1707, 1708 or 1709, you may stay in an assigned University Village apartment at a rate of \$250 per month during summer sessions. Contact UVinfo@rhs.msu.edu to reserve your spot in University Village for the summer.

PARKING

Starting Monday, May 1, 20-minute parking is available in the parking loops for residents who are in the process of moving (a parking attendant will be working during busy move-out time). Vehicles parked longer than 20 minutes that are not actively engaged in loading may be ticketed. Beginning Saturday, April 29, lots 91, 89, 83 and 15 are complimentary (won't require a permit). these lots will continue to be complimentary throughout Summer 2017 Semester. Permits will be required starting at 7 a.m. on the first day of Fall 2017 classes.

PACK UP. PITCH IN. HELP OUT.

Recycle and donate items for spring move-out. Learn more about Pack Up. Pitch In. Help Out. by visiting liveon.msu.edu. Food (unopened and nonperishable), shoes, clothing and household items (in good working order) may be donated. Please recycle paper, plastics, glass and metals at the standard recycling stations.

U.S. MAIL

Update your address with all the companies that you conduct business with. Only first class mail will be forwarded — complete the mail forwarding form included in the pre-departure form online.

Thank you for Living On! Have a safe and fun summer.