

USC Housing

CHECK-OUT GUIDE

SPRING 2022





USC

Arts
and
Humanities

RESIDENTIAL
COLLEGE

at Parkside

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A LETTER FROM USC HOUSING

Dear USC Housing Residents:

As the end of the academic year approaches, it is time to plan your check-out from Housing. Planning and taking preliminary steps now will help you focus on your finals, graduation and other end of the semester activities. Remember, most Housing contracts for the 2021-2022 academic year end on Wednesday, May 11, 2022 at 5:00PM

This booklet includes guidelines on how to prepare for Check-Out and answers to commonly-asked questions about the process. This information addresses issues such as cleaning, late vacate procedures and fees, apartment / room damages, after-hours Check-Out, keys, etc. Please take the time to familiarize yourself with this information as it will assist you in making your plans for the summer.

Summer Housing for 2022 will be available if you are staying in the Los Angeles area. However, due to projects and renovations, availability will be limited. If you have questions about Move-Out or Summer Housing, please contact your Customer Service Center or the Housing Services Office for more details. They will be happy to assist you in making your plans.

Thank you for choosing USC Housing and we hope to see you again next year. Good luck on your final exams and congratulations to the Class of 2022!

Sincerely,
USC Housing

GUIDE TO CHECK-OUT 2022

Make preparations now for a smooth Check-Out!

Have questions about how Check-Out works?

See our “Common Check-Out Questions and Answers” on page 4.

Need to leave later than the May 11th contract end date?

See the “Check-Out Extension Request” on page 6 for information.

Not sure what you need to do before move out?

See our “Things to Do Before You Leave” on page 7.

Exactly what do you need to do when you move out?

See the handy “Move-Out Checklist” on page 8.

Need to leave when your Customer Service Center is closed?

Use our handy “Express Check-Out” form on page 9.

Customer Service Center

Express Check-Out forms, envelopes and information are available at your Customer Service Center

Please don't hesitate to ask questions. Contact your Customer Service Center for assistance.

Remember!

Most contracts end at 5:00PM
on Wednesday, May 11, 2022



COMMON CHECK-OUT QUESTIONS & ANSWERS

What is involved in Check-Out?

Room assessment:

We expect you to leave your room/apartment in the same condition as when you moved in. We compare any damage we find against the Room Inventory you completed at Move-In. In order to prevent being charged for damages caused by another occupant of your room or apartment, the responsible party should document in writing the cleaning/damages they are responsible for. Such information will not be accepted after cleaning/damage bills have been sent out after Check-Out. Please direct any questions or disputes regarding charges you might have, in writing within 30 days of the invoice date, to the Customer Service Center assessing the charges.

Customer Service staff will provide check-out assistance to residents and conduct room inspections. More information will be sent from your CSC.

Keys:

KEYS MUST BE TURNED IN BY EACH RESIDENT AT THE CUSTOMER SERVICE CENTER. Any exceptions to this procedure must be arranged in advance with the Customer Service Staff of your building. If you will be checking out after your Customer Service Center is closed, you may use the enclosed EXPRESS Check-Out form to return your keys and Check-Out of your assignment. Any keys not returned within 48 hours of your Check-Out date will result in a lock change. Failure to properly turn in your keys may result in you being billed for damage that occurs after you have moved out. In addition, you will be charged an “abandonment” fee of \$50 for improper Check-Out procedures. It is your responsibility to make sure your room/apartment is locked when you vacate. You will not be allowed to remain in the room/apartment once the keys have been turned in to the Customer Service Center, and doing so will result in an unauthorized late vacate charge of \$200.00 per night.

Authorized/unauthorized late vacate:

If you need to extend your stay past Wednesday, May 11, 2022 you must submit a Check-Out Extension Request by Friday, April 15, 2022 to receive authorization. If you have not made proper arrangements with your Customer Service Center to leave after May 11, you will be assessed a charge of \$200.00 per night. (See the “Check-Out Extension Requests” page of this booklet.)

What is clean?

Keep in mind that even though you cleaned, you may still be subject to damage or cleaning charges. Clean includes, but is not limited to the following:

- Remove ALL belongings, wipe out desk and dresser drawers, dust closet shelves, wipe off all desk and cabinet tops, and wash off all marks on the wall that will come off.
- Vacuum the carpet a few days before you move out. CSCs will not loan out vacuums on Check-out Day, May 11.
- Remove all stickers, posters, drawings, tacks, tape, staples and nails from the walls, windows and doors.
- Remove food from the refrigerator and stove and clean those appliances.
- Clean the bathroom area and remove all items from medicine cabinets and vanities.
- Return all furniture to its original position in room.
- Remove all trash or unwanted items.

What if my roommate damaged the place?

Handle the problem before you and your roommate leave. Note the damages and have an RA meet with you and the responsible people to decide who's accountable for what damage. If you can settle it on your own, document the damages and have the responsible people sign for their share. Turn in your signed agreement to your CSC. If not, all roommates will be held equally accountable for damages, cleaning and missing items. USC Housing will determine the final damage charges.

Does USC offer storage over the summer?

USC does not have storage facilities; however, private storage companies are available in the area. Consult the web or check for notices of this service posted around your building or at your Customer Service Center. USC Housing cannot pack up and store/ship your items for you. Anything left behind in your room/apartment will be discarded.

Will there be any boxes or hand carts for Check-Out?

Residents will need to provide their own boxes. Many students start collecting boxes now, order them online or purchase them from moving or office supply stores. A limited number of hand carts and moving bins will be available during CSC hours on the days leading up to Check-Out.

Please move out all of your possessions; anything left behind in your room/apartment will be discarded. USC Housing will not be responsible for discarded property.

Can I turn in my keys before I'm completely moved out?

Don't turn in your keys until you are completely moved out, doing so will delay the cleaning and inspection process. Failure to do so will result in you being charged for "Unauthorized Late Vacate." A charge of \$200.00 per night will be assessed immediately and will continue to accrue until we confirm that you have moved out. Once you have returned your keys and the CSC has updated their records, you will not be permitted to return to your room for any reason.

Please direct any other questions you may have to your Customer Service Center.



CHECK-OUT EXTENSION QUESTIONS

If you need to stay past the May 11 contract end date, you should request a “Late Vacate”. Permission to stay is conditional and requires that the resident submit an online request on the Housing portal at housingapp.usc.edu by April 15.

Please remember that you are submitting a request and are not authorized to extend your Check-Out until approved by a Customer Service Center staff member. Residents who stay late without approval will be subject to penalties.

How to Request Check-Out Extension

1. Check to see which category your request falls under.
2. Go to housingapp.usc.edu, click on the “Late Vacate - Live Through” tab, choose your current assignment and then select the appropriate option..
3. Submit your request and required proof by April 15, 2022.
4. Your CSC will update you on the status of your request.

Note: Check-out extensions will not be allowed in buildings that have renovation projects or other reservations beginning immediately after the scheduled contract vacate dates.

Categories of Authorized Late Vacate Check-Out Extension

1. Graduating Seniors may stay in their Spring 2022 assignment until 12:00PM on Saturday, May 14 at no extra cost, BUT they must submit an online request by April 15 in order to qualify for this exception. Proof of graduation will be required. Graduating Seniors who fail to submit a request by April 15 and stay past 5:00PM on May 11 will be charged \$200.00 per night.
2. Residents who have been approved to work Commencement Ceremonies may stay in their Spring 2022 assignment until 5:00PM on Friday, May 13, 2022, subject to verification and payment from the School or Department that the resident is working for. They must submit an online request by April 15 and Housing must receive departmental verification. Note that if the School/Department the student is working for does not pay for the extension as agreed, or if the resident fails to work Commencement, the resident is responsible for payment of this fee.
3. Residents with contracts for Summer Housing 2022 will be charged \$25.00 per night rent during the period between May 11 and May 16 (the start of Summer Housing). If you will be moving from one building to another, you must coordinate your move with the Customer Service Centers involved. Summer residents should submit a request and select “Live Through” as their choice by April 15; and must remain in the area and be prepared to move as soon as their summer assignment is ready. Each resident is responsible for their own extension arrangements. If you have not received an authorized Check-Out Extension and do not check out on time, you will be considered an Unauthorized Late Vacate and charged \$200.00 per night, even if one or more of your roommates has an extension. More information about Summer Housing can be found on our website at: housing.usc.edu/index.php/summer-housing/.
4. Residents who do not fall into one of the above categories and need to stay past 5:00PM on May 11 should explain the reasons that they need to stay when making their request. Authorized Check-Out Extensions will be charged a flat rate of \$75.00 per night. Please be aware that every attempt will be made to assist you; however, permission to stay is NOT guaranteed. Anyone who fails to receive authorization and stays past 5:00PM on May 11 will be charged \$200.00 per night.

Please be aware that anyone who does not fall into one of the above categories, and fails to vacate will be charged \$200.00 per night as well as the cost of a lock change.

Late Final? Travel Plans on May 12?

Be sure to submit a Late Vacate request by the April 15 deadline!

THINGS TO DO BEFORE YOU LEAVE

DEPARTURE CHECKLIST:

1. **Make a Check-Out appointment with a resident assistant** to have your room inspected.
2. **Plan how you will move your stuff.**
3. **Complete a Change of Address for your mail** (For your convenience you may change your address on-line at www.usps.com.)
 - On-campus CSCs only will forward mail until June 30, 2022. Off-campus CSCs do not forward mail. We do not forward bulk mail. This includes magazines, newspapers, advertisements, catalogs, etc.
 - We recommend that you contact your family, friends, bank, credit card company, and magazine subscriptions individually with your new address to avoid any unnecessary delays.
 - Complete your change of address request a month before you plan to move out. It can take up to as much as 30 days to process this request.
4. **Cancel the following services if applicable:**
 - Newspapers / Magazines / Catalogs.
 - Bottled water delivery.
5. **Make arrangements to have someone pick-up your rented water dispenser and/or other equipment prior to your departure.**
Housing will not be responsible for any items left in your room or hallways after Check-Out.
6. **Remove your bicycle from the bike racks** to avoid having it impounded by DPS after Check-Out.
7. **Don't leave behind any belongings for friends or staff members.** Any items left in your room or apartment will be discarded and you will be charged for this labor.
8. **Don't forget to return all music room keys, vacuums, and recreational equipment** that you may have borrowed.
9. **Check your mailbox** before you leave for the summer.

Plan Ahead for Check-Out

Everything will be easier!



MOVE-OUT CHECKLIST

You are expected to leave your room in the same condition as when you moved in. This means it should be clean, no holes in the walls, everything in good working condition and furniture in the proper location.



*Please bring all trash too large for trash chutes to the dumpster area.

There will be a charge assessed to each occupant of the room for trash removal, excessive cleaning and/or any missing or damaged items.

Please make sure to do the following before you move out:

- _____ Schedule a Check-Out inspection appointment with your Resident Assistant.
- _____ Make arrangements to store your personal belongings for summer.
- _____ Clean room, suite, or apartment including the removal of all food and trash*.
- _____ Make sure you clean out the refrigerator.
- _____ Close and lock windows.
- _____ Close shades/drapes/blinds.
- _____ Turn off all lights, heating units and AC units.
- _____ Lock and deadbolt your door.
- _____ Return any music room keys, recreational equipment or vacuums you have borrowed from the front desk.
- _____ Turn in your keys and paperwork at your Customer Service Center.

ENJOY YOUR SUMMER! We look forward to seeing you again!

EXPRESS CHECK-OUT

The Check-Out deadline for 2021-2022 Academic Year housing assignments is:

5:00PM, Wednesday, May 11, 2022

By using this **EXPRESS Check-Out** form you are not extending the Check-Out deadline. Instead, this form allows you to Check-Out when you cannot get to a Customer Service Center in person, or if it is closed.

REMINDER: Failure to Check-Out prior to the above date and time will result in late vacate charges. If you have any questions about checking out of your assignment, please ask at your Customer Service Center.

Resident's Name: _____

ID #: _____ Building: _____ Room/Apt# : _____

INSTRUCTIONS:

1. Read the terms below, then complete, sign and date this form. (please use a blue or black ballpoint pen)
2. Put all of the keys you have received into an envelope. Also include any other documentation, such as damage waivers in the envelope.
3. Label the envelope **"EXPRESS Check-Out."**
4. Seal the envelope and deposit it into the mailbox or designated drop box at your Customer Service Center.

TERMS:

My signature below confirms that I understand and agree to the following:

- **I have completely vacated the above named room.** Any items left in the unit will be considered to be abandoned and will be disposed of by USC Housing at my expense.
- **I am ultimately responsible for the safe return of all keys.** Any keys not included in this packet when opened by a USC Housing staff member will be replaced at my expense.
- **Any EXPRESS Check-Out packets submitted after normal business hours will be considered to be received on the next business day.** All deadlines and penalties apply.
- **Housing Services accepts no responsibility for EXPRESS Check-Out packets** that are lost, stolen or otherwise misdirected.
- **The EXPRESS Check-Out service is intended only as a convenience, and not as a replacement for checking out in person.** Submission of keys and all Check-Out materials is the sole responsibility of the resident.

Resident's Signature _____ Date _____

CSC Date/Time Stamp

USCHousing





620 McCarthy Way
Los Angeles, CA
90089-1332

Phone: (213) 740-2546
Fax: (213) 740-8488
E-Mail: housing@usc.edu
housing.usc.edu