



## **YOUR MILLENNIUM HALL LEASE ENDS AT 8 PM ON TUESDAY, MAY 18<sup>TH</sup>**

### **24-HOUR QUIET HOURS**

During exam week, there will be 24-hour quiet hours beginning Tuesday, May 11<sup>th</sup> at 10 PM. During this period, any disruptive or inappropriate behavior may result in immediate removal from the building.

### **LATE DEPARTURES**

There will be a \$100 Late Departure Fee assessed to any student who has not left their apartment by 8 PM on Tuesday, May 18<sup>th</sup>. **Properly following "Check Out" guidelines does not constitute a departure - you must turn in your keys and vacate the building.** Graduating seniors who need to stay through commencement, or anyone unable to vacate their room by the published deadline due to a late exam, etc., should obtain a Request To Stay Late Form from the CC Desk. You must obtain permission in writing in order to stay past 8 PM on Tuesday, May 18<sup>th</sup> to avoid being charged.

### **CHECK-OUT OPTIONS**

**EXPRESS CHECK-OUT:** Place your keys in the key envelope provided at the Community Center, check the appropriate checkout options, sign the outside of the envelope and turn keys in to the Community Center during the posted office hours. **By using this method, you are waiving the ability to appeal charges for damages that may be assessed at a later time.**

**REGULAR CHECK-OUT:** Make an appointment with your RA to have your room inspected. Keys must be returned to the RA at this time. Desk hours for checkout dates and times will be posted throughout the building.

### **SUMMER HOUSING**

To apply for Summer Housing, please stop by the Management Office to complete the appropriate materials to reserve your space. Because only a limited number of spaces are available, we cannot reserve your space until your Summer Housing License has been submitted nor can we guarantee assignment to your current or Fall housing assignment (it may have already been assigned or will be offline). **The 4<sup>th</sup> and 5<sup>th</sup> Floors will be offline during Summer 2010 due to kitchen renovations.**

### **AVOID UNNECESSARY CHARGES**

Some residents do a great job preparing their apartment at Check-Out, others do not. We recommend following the Closing Checklist so that nothing gets missed and you are not billed. Here are some of the most common Check-Out charges:

\$10	Per item cost to dispose of trash and personal belongings
\$25	Replace Window Screen (Damaged or Missing)
\$35	Failure to return key at Check-Out, but mailed back to the Management Office
\$35	Failure to return a moving cart or vacuum cleaner, but it is recovered
\$50	Excessive cleaning fee for living rooms, bedrooms, or bathrooms ( <b>\$50 for each room</b> )
\$100	Failure to check-out by 8 PM on Tuesday, May 18 <sup>th</sup> ( <b>this fee will continue to increase until you depart</b> )
\$150	Failure to return vacuum cleaner, and it is not recovered
\$100	Excessive cleaning fee for kitchens or lost key (will require lock to be re-recorded)
\$160	Mattress replacement fee for stains/spots identified, but not recorded on the RCR
\$345	Failure to return a moving cart, and it is not recovered

***Neither Capstone Management or the Office of Housing & Residence Life is responsible for any personal belongings left in your apartment.***



# SPRING 2010 CLOSING CHECKLIST

**TO AVOID UNNECESSARY CHARGES, COMPLETE ALL ITEMS PRIOR TO YOUR DEPARTURE**

## **LIVING ROOM / HALLWAY**

- ✓ Remove posters, decorations, tape/adhesives, nails, tacks, stickers, and residue from walls and ceiling.
- ✓ Make sure carpet is vacuumed and all trash has been taken outside to the dumpster.
- ✓ Remove stickers, magnets, etc from both sides of the main apartment door.
- ✓ Make sure the hallway closet is clean and empty (if applicable)

## **KITCHEN**

- ✓ Discard all items in the refrigerator and freezer (do not discard the ice trays).
- ✓ Sweep and mop the floor.
- ✓ Clean and empty all cabinets.
- ✓ Clean the counter top and sink.
- ✓ Clean the inside and all sides of appliances (stove, microwave, refrigerator, and dishwasher).
- ✓ Clean the broiler pan and put in the oven.

## **BEDROOM**

- ✓ Remove posters, decorations, tape/adhesives, nails, tacks, stickers, and residue from walls, ceiling and the door.
- ✓ Remove all items from the dresser, desk, and the closet.
- ✓ Make sure carpet is vacuumed and all trash has been taken out to the dumpster.
- ✓ Close the window and pull your blind half-way down.
- ✓ Turn off the light and lock the door. Locking your bedroom door will protect you against damages after you leave.

## **BATHROOM**

- ✓ Remove all items from the vanity, storage shelf, medicine cabinet, shower and under the sink.
- ✓ Discard shower curtain (if all residents are leaving).
- ✓ Sweep and mop the floor.
- ✓ Scrub the sink, toilet, and shower.
- ✓ Turn off all water completely and make sure faucets and the shower head are not dripping.
- ✓ Turn off light and fan.

***KITCHEN and LIVING ROOM charges will be divided among all apartmentmates.  
HALLWAY and BATHROOM charges will be divided between the A/B or C/D occupants.***

***If one of more of your apartmentmates is accepting responsibility for any cleaning or damage charge(s),  
the responsible apartmentmate(s) must email capstone@towson.edu by May 18<sup>th</sup> to prevent others from being billed.***

**YOUR MILLENNIUM HALL LICENSE ENDS AT 8 PM ON TUESDAY, MAY 18<sup>TH</sup>**