The Inspection Process

RA Check-Out and Inspections
It is recommended that all students schedule check-out appointments with RAs so as to be present for the initial room condition inspection. By choosing this option, students may provide clarifying information on damages and retain their right to appeal. RAs DO NOT make damage billing decisions.

Residence Life & Facilities Walkthroughs
Following move-out, Residence Life and Facilities professionals inspect every room, apartment and common area on campus, noting damages and excessive cleaning requirements along with general wear-and-tear issues that will be addressed but not billed to students. Additional damages that were not identified during the RA check-out may be identified. Photos are taken of all billable damages or cleaning charges.

During these inspections, our staff will conduct their own thorough inspection, review RA check-out notes along with pre-existing issues noted on the RCR. Any damages or excessive cleaning charges will be billed using standard repair/cleaning rates provided by SJU Facilities. If the issues are in a common area or no individual took responsibility, the costs will be split evenly between all residents of the room, apartment or community. Professional staff make all damage billing decisions.

Student Who Choose EXPRESS CHECK-OUT option are not eligible to appeal damage charges. We recommend students schedule a check-out appointment with an RA and utilize the Damage Claim Form to ensure any damage charges are appropriately assigned.

<table>
<thead>
<tr>
<th>Damage Billing Examples</th>
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<tbody>
<tr>
<td>Excessive cleaning</td>
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<tr>
<td>Belongings left in the room</td>
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<tr>
<td>Wall Damage</td>
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<tr>
<td>Furniture damage</td>
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<tr>
<td>Broken window blinds/shades</td>
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<tr>
<td>Common Area</td>
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Damage Appeals

Following receipt of a Damage Billing notification e-mail, students may submit an appeal of the charge to a specified Residence Life staff member (usually your RAM). An appeal may consist of a simple request for clarification, further information on the cause of the damage and/or denial of responsibility. All appeals will be reviewed in a timely manner along with the walkthrough notes and damage photos.

Damage Bill and Appeal Information Will Be Emailed Directly To Student’s SJU Email

SPRING 2021 MOVE-OUT

In-Person Checkout Process (Recommended)
Sign up for an appointment with an RA at least 24 hours in advance. Sign-up sheets are available from your RA’s door. At the time of the appointment, your room/apt should be completely empty and clean for the RA to complete the inspection in your presence.

Stop by the RA office or reach out to your area’s RAM for more information.

Express Checkout Process
If you don’t feel the need for an in-person checkout, you may use this process. Simply turn your keys in by placing them in a Express Checkout envelope, completing the information and dropping them in the key box at your area’s front desk. Make sure you have completely moved out, cleaned your space and return the furniture to its original configuration.

DISCLAIMER: Using Express Checkout waives your right to appeal damage charges.

Key Return
It is essential that all keys be returned in a timely manner. Several of the buildings are used for summer housing and conferences, so the keys will need to be re-issued quickly. You may turn in your keys at the RA office in your area or the Express Checkout box at the front desk.

What if I know I lost my key?
Any students who are unable to return their key(s) at the end of the semester will be billed for the required lock change. If you have already lost your key, we recommend you stop by our office to request a lock change now. That way you will have a key and be able to secure your space until you move out. You will also be able to complete a lost key form when you check out with your RA at closing.

RESIDENCE LIFE CONTACT INFORMATION
PHONE: 610-660-1060
FAX: 610-660-1065
WEBSITE: www.sju.edu/reslife
E-MAIL: Reslife@sju.edu
OFFICE: LaFarge Residence Center

NEWS FROM THE NEST
2021 APRIL

IMPORTANT DATES
MAY 11 - Tuesday
Finals Begin
MAY 17 - Tuesday
Finals End & Residence Halls Close
MAY 18 – Wednesday
Approved Noon Ext.
MAY 22 -Saturday
Finals End & Residence Halls Close
MAY 23 - Sunday
Approved Noon Ext. For Graduating Seniors

Visit our closing website that will go over all dates, steps to leave and important information related to our move-out process.

Students are welcome to move-out on your own. If you require help, you will receive an email about signing up for a move-out appointment where you will be allowed one helper.

Laundry carts will be limited at closing. Students should be prepared to bring their own equipment to help move out.