

**HUMBOLDT STATE UNIVERSITY**  
Housing & Residence Life

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## YOUR RESPONSIBILITIES UPON CHECKOUT

### Resident Check-List

- Return Request to Vacate Form to Housing Office Front Desk as soon as you decide to vacate.
- Remove belongings and clean room.
- Notify your roommate and or/suitemates that you're moving out, and that a Housing Staff member will be inspecting your room after you leave.
- Return keyset and check-out at the Housing Office Front Desk or Information Desk when you are completely out of your room.
- Change your mailing address in your myHumboldt Account (and with USPS if you live in Campus Apts).

### Checking Out

In order to properly check out of your room, you will need to return your mailbox/drawer keys (and room keys if you live in Campus Apartments) to the Housing Office on the 2<sup>nd</sup> floor of the Jolly Giant Commons (JGC). Failure to return your key set will result in a \$35 charge. The Housing Office is open Monday-Friday 8am-5pm. If you are checking out after 5pm or during the weekend, when the Housing Office is closed, you may check out at the Information Desk on the 1<sup>st</sup> floor of the JGC.

**Please notify your roommate and/or suitemates that you are moving out and that a Housing Staff member will be coming to inspect and clean your room after your departure.**

### Cleaning your Room:

- Thoroughly clean the dresser, bed frame, desk and drawers, window coverings, windowsills, baseboards and closets.
- Vacuum the carpet (including around the baseboard, closet, under desk, dresser and bed). Prior to vacuuming, sweep out corners and along the edge of walls. If the vacuum is not working properly, call the Housing Office at 707-826-3451 to get it repaired.
- Wash interior of window and window frame. Clean window tracks.
- Remove all posters and stickers from walls, bulletin boards, closets, and doors. There should be no tape, tape residue, or scuff-marks remaining after you have cleaned.
- Empty, clean, and dry trash and recycling containers, and place them in your bedroom.
- Beds and other furniture should be assembled and in their proper place within the room.
- Blinds should be wiped cleaned and re-hung where necessary. Leave curtains/blinds open when you leave.
- All personal items and trash are to be out of the room, closet, bathroom locker and hallway. Bathroom lockers need to be emptied and cleaned. Trash or belongings left in your room will result in damage charges.

### Miscellaneous Items:

- Telephone & Cable: If you have a landline phone or cable, don't forget to stop service. Contact AT&T at 1-800-288-2020 to have your phone disconnected. To disconnect Cable, contact Suddenlink at 1-877-443-3127.
- Mailboxes and Mail Forwarding: Be sure to update your forwarding address in your myHumboldt Account so that your mail can be forwarded. We will forward your mail (for a maximum of one year) unless you live in Campus Apartments. Campus Apartments residents must forward their mail through <https://moversguide.usps.com>. Please remove any special stickers you may have placed on your mailbox. Failure to do so could result in damage charges. It would be a good idea to start notifying correspondents of your new mailing address now.

## **The Damage Assessment Process**

Facilities Staff will inspect your room immediately after you vacate. During this inspection, any missing or damaged items or charges for extra cleaning will be noted. **Please be aware that it is your responsibility to get written documentation from your roommate(s) for any specific damages they caused to your side of the room. Your Residence Life Coordinator must receive this documentation prior to your checkout.**

## **Security Deposits/Invoices**

Once the Assignments Coordinator has processed the charges, if any, for which you are liable, you can expect the following:

After you check out, your room and board charges will be adjusted to reflect the days you lived on campus, the J points that were used, and any applicable penalty fees, and/or damage charges. Your security deposit will be released to your myHumboldt Account within 4-6 weeks of your vacate date, and will be applied to any outstanding charges. If you do not have any outstanding charges, a refund check will be issued and sent to the mailing address in your myHumboldt Account or direct deposited to your account if you signed up for direct deposit.

If you have a remaining balance on your account, you will not be able to check your grades, or request transcripts, etc... until the balance is paid. If you owe over \$200, you will have a hold on your account which will also prevent you from registering for classes. If after attempting to collect, your account is still unpaid, the University will then turn your account over to a collections agency, which is authorized to withhold monies you may be owed from tax refunds, lotteries and the like to pay the account.

## **Damage Charges**

Charges listed below are some average costs to repair/replace damaged or missing items. Please note that these are average charges; the exact cost for any given item may vary depending on the severity/extent of the damage.

Mattress, \$175	Painting, \$75 per wall	Carpet Cleaning, \$25 & up
Light Diffuser (ceiling), \$25	Extra cleaning of room, \$15 & up	Carpet Repair, \$50 per sq yard
Window Screen, \$42 & up	Refinish Door, \$100 per side	Excess Nail Holes, up to \$30
Desk Tops, \$150	Replace Door Frame, \$250	Disconnected Smoke Detector, \$50
Trash Can, \$10	Recycling Container, \$10	Bag & Store items, \$25/bag

If you are assessed a damage charge that you wish to contest, you must submit in writing your reasons and any pertinent information that would help us make a determination concerning your appeal of the charge. You can submit your request to [housing@humboldt.edu](mailto:housing@humboldt.edu). If you have any questions, please contact your Residence Life Coordinator or the Housing Office.

If you have any questions, contact a staff member or email  
[housing@humboldt.edu](mailto:housing@humboldt.edu)