

CHECKOUT INFO

HOW TO DO A PROPER CHECKOUT

All checkouts must be completed by **Sunday, May 2nd at 3PM**. Graduating Seniors must checkout by **May 3rd at 12PM**.



All checkouts for Spring will be conducted via the express checkout process. The front desk or your RA will have a copy of the form.



To have a successful checkout, you must:

- Remove all personal items from the apartment/suite
 - Take out any trash
 - Empty your refrigerator
- Set your thermostat to 72°
- Turn in your keys with your Express Checkout Form



Any items left behind will be donated or trashed. This **includes bikes**, so please take your items with you!

STAYING FOR SUMMER

If you are staying with us this Summer, you will receive special instructions **via Eagle Email**. Transfers from Spring to Summer assignments will occur **May 3rd-6th** based on room readiness. Residents should be prepared to transfer on any of these dates or May 6th at the latest.



MAIL SERVICES

Make sure to clean out your mailbox as things will **NOT** be forwarded. You can forward your mail by going to:

www.usps.com/manage/forward.htm



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