

Hello Socorro,

Thank you for staying with us this summer.

As it's approaching the end of your accommodation with us, we would like to provide you with a few reminders prior to completing your checkout.

- **Remove all personal property from your bedroom & suite common spaces**
- **Reset furniture to its original layout**
- **Leave your closet, and dresser/pedestal doors open so that staff can quickly confirm all property is removed and complete your checkout quickly**
- **Close and lock your window**
- **Leave your curtains open**
- **Remove all trash from your bedroom and common areas**
- **Place all linens and towels in the bag given to you by our staff (bring this bag with you to check out).**
- **Leave the pillow on the bed (staff will collect it after check-out).**
- **Be sure to turn in your key and temporary access card to the staff.**
- **You are required to return your key, ID, and linens. If you do not return these items, you will be charged.**

As a reminder, your departure date and time are **June 17th, by 12:00 PM.** To check out, please come to our Multi-purpose Room (MPR), located in the West E Commons, and our student staff will assist you with the checkout process between 8:15 AM - 12:00 PM. Please let us know if you have any questions.

Best Regards,

Monique C. Beason, M.S

Residence Hall Director, Schomburg West Apartments - West IV (I/J/K)