



# Benedictine University Residence Life

## Spring 2023 Resident Closing Information

*The following information will better assist you as the Residence Life Office prepares for Spring 2023 housing move-outs. This packet includes important dates, deadlines, student checkout procedures and closing information. We ask that you read this packet in its entirety.*

### **IMPORTANT DATES**

**Schedule a Check-Out Date and Time with Your RA:** Schedules posted by Thursday, May 4

**Mandatory Floor Meetings May 1-6:** RA will inform you of your specific date

**Spring Semester Ends:** Friday, May 12

**Last Day to Check-Out:** Friday, May 12 by 5:00 PM

**End of the Year Facility Inspections:** Monday, May 15 – Friday, May 19

**Fall 2023 Returning Students Move-in:** Saturday, August 26

**Summer Housing Important Information:** Summer Housing Contracts will be made available to continuing students who meet specific requirements to accommodate our traditional full summer terms: Session I & Session II in April. Thomas Hall will be the designated Summer Housing location. Summer residents should be prepared to relocate to their summer assignment the week of May 15th. Summer information is now available online at [www.ben.edu/housing](http://www.ben.edu/housing) and the application process will launch on April 7.

### **Checking Out Properly**

- ✓ Your apartment/room should be thoroughly cleaned.
- ✓ All personal possessions and garbage should be removed from the ENTIRE apartment/room.
- ✓ Empty desk, dresser drawers and check behind and under your furniture.
- ✓ Clean kitchen, kitchen cabinets, counters and oven/stove, dishwasher, microwaves (if applicable).
- ✓ Empty and clean refrigerator & freezer. (If applicable).
- ✓ Check couch and chair cushions for any garbage and personal items.
- ✓ Vacuum, sweep or mop floors and remove all trash from the room. Do not sweep or leave trash and dirt in the hallways or lounge areas.
- ✓ Remove all decorations (i.e., paintings, contact paper, posters, tape, tacks, etc.)
- ✓ Clean bathroom: vanity, cabinet, counter, floor, toilet, and shower. Throw away shower curtains.
- ✓ Turn the thermostat **OFF**.
- ✓ Make sure all windows are closed and locked. And blinds are lifted open.
- ✓ Check your **MAILBOX** for any remaining mail and packages.

## **Meet your RA at the prearranged time and check out!**

1. During your official check-out, your RA will inventory your room and keys. Upon completion of your room inspection, you will receive an official checkout notice to your BenU email acknowledging your move out.
2. Turn in all access key(s) to your RA- (Keys include Unit Key, Bedroom Key, and Mailbox Key). Any keys not present at the time of check out will be considered lost and will require replacement. The cost for each key is \$50.00 and you can be charged up to \$200.00 depending on which key is lost. Replacement key(s) costs will be applied to your student account. Keys will not be accepted after your official check-out time.
3. **TRASH-** Please take all items to the dumpsters. Do not leave trash in the hallway or stairwells. You should start to clean your apartment now and remove trash periodically before your move out time, so you are not rushing on the last day.

## **End of the Year Facility Inspections & Damages**

End of the year facility inspections are conducted by Housing and Facilities Management following the end of semester resident checkouts. Facility inspections are extremely thorough and may result in additional damages found. Any room or unit damages noted during your checkout and/or assessed during inspections will be calculated and billed to your student account by July 1. It is your responsibility to check your student account the week of July 14, 2023.

## **Mail - Will not be forwarded. Campus Services will communicate mail services in a separate communication.**

Please be sure to notify all important parties of your address change (i.e. credit card companies and bank statements, employer, etc.) for accurate receipt of time sensitive mail over the remainder of the spring and summer months. We encourage you to schedule a mail forwarding service and/or change of address with the United States Postal Service at [www.usps.com/moversguide](http://www.usps.com/moversguide). Make sure that your mailing address is updated in MyBenU.

**Storage** - Due to space limitations, the University does not provide storage for students. Students inquiring about storage are encouraged to contact any local storage companies to rent out space for summer storage. We recommend searching for storage companies in the 60532-zip code for students who are returning to the Residence Halls in the fall. Here are a few in-the-area storage facilities:

- **U-Stor-It**, 2100 Ogden Avenue – 630-427-4146 <https://www.ustorit.com>
- **Extra Space Storage**, 1432 W. Ogden – 855-587-9764 <https://www.extraspace.com>
- **Public Storage**, 2109 Ogden Avenue – 630-796-0084 <https://www.publicstorage.com>

## **Fall 2023 Housing Process – Reminder**

We look forward to your return this fall. As a reminder, the 2023-2024 academic year housing application opens March 1st. Our annual Student Contract Campaign process is active and includes completion of a housing application, forming roommate groups, followed by Room Selection during designated dates that offer priority housing placement by student class status via the Housing Portal at [www.ben.edu/housingportal](http://www.ben.edu/housingportal). Participating in this process allows returning students to select and secure housing placement for the upcoming academic year through an online room selection process. Students can choose their building, floor, room, and roommates.