



# IMPORTANT MOVE-OUT INFORMATION

Dear Current First Site Residents,

It's almost time to start packing again as the school year comes to an end. It has been a pleasure serving you this year and look forward to making your move-out as smooth as possible! The following are very important dates:

**Monday March 27, 2017 – Thursday March 30, 2017:** Please visit the First Site office to schedule your **Move-Out Inspection** – No phone calls regarding appointments please. The inspection will be done when the last person moves out. **Steps to take...** 1. **Get all roommates together and figure out who will be last to move-out.** 2. **Select a day/time that works best for everyone.** 3. **Elect one roommate to visit our office to schedule that time.** Move-out inspection appointments will be scheduled on a first-come-first-serve basis, so **the sooner you visit, the better time slot you will have!**

## Standard Move-Out Appointments

Dates	First Appointment	Last Appointment	Details
Monday May 8 <sup>th</sup>	10:00 AM	6:00 PM	Appointments must be made in person at our leasing office. Only 1 appointment will be done per apartment with the last person moving out.
Tuesday May 9 <sup>th</sup>	10:00 AM	6:00 PM	
Wednesday May 10 <sup>th</sup>	10:00 AM	6:00 PM	
Thursday May 11 <sup>th</sup>	8:00 AM	7:00 PM	
Friday May 12 <sup>th</sup>	8:00 AM	7:30 PM	

## Move-out Appointments for Graduates Only

Dates	First Appointment	Last Appointment	Details
Saturday May 13 <sup>th</sup>	8:00 AM	6:00 PM	<b>ONLY</b> Graduating students are eligible, <b>proof of commencement must be provided at the time of scheduling.</b> Appointments must be made in person at our leasing office. Only 1 appointment will be done per apartment with the last person moving out.
Sunday May 14 <sup>th</sup>	8:00 AM	1:00 PM	

\* Your lease ends Thursday, May 11<sup>th</sup>

**\*\*Move-out inspections take 30 mins and all personal belongings must be out during this appointment time unless it's a re-sign apartment.**

**Friday March 31, 2017:** First Site will assign a time for any apartments who have failed to set-up a move-out inspection. For scheduling purposes **no exceptions** will be made. First Site will assign your apartment a time for Thursday, May 11<sup>th</sup>, 2017 that everything needs to be moved out of the apartment by.

**April 17<sup>th</sup>, April 18<sup>th</sup>, & April 20<sup>th</sup> 2017:** First Site will be holding an informational session to educate and inform our students about commonly missed items as well as answer any questions residents may have. This will begin at 6:00 PM each night and will be held in our conference room.

**Did you re-sign your lease and staying in the same apartment?** Unless, ALL current occupants are staying in the same apartment we still need to perform a move-out inspection with the roommates who are not staying. The last roommate to move-out should visit us within March 27<sup>th</sup> – 30<sup>th</sup> to set-up a move-out inspection appointment

**Are you a current First Site resident and moving to another First Site Apartment?** You will stay in your current apartment until your new apartment is ready for you. First Site will contact you when your apartment is ready and you will have 24 hours to transfer all of your personal items to the new apartment. This will be between May 8<sup>th</sup> – May 16<sup>th</sup>. Please have everything packed/organized to make your move as easy as possible.