



April 9, 2025

Dear :

The end of year closing is quickly approaching, and we strongly encourage each of you to review the information below detailing your checkout responsibilities. Be sure to contact your RA, SRA, HM or [Neighborhood Office](#) with **any** questions about closing.

ALL Residence Halls close on Tuesday, May 20, 2025 at 10am

- NOTE: Only graduating seniors and students assisting with commencement may request to stay later by completing the Request to Stay Late form under the Applications and Forms tab on your [Self-Service](#) page which will be available April 18 to May 2.
- If you are moving to an on-campus apartment and need housing May 21 - June 15, until the new lease begins, you'll need to complete the Request to Stay Late form as well as the Summer Housing Application, both are located under the Applications and Forms tab on your [Self-Service](#) page (REASON: moving to summer housing) to transition this time. Please visit the Summer Housing page for all summer housing information.
Summer Housing

CHECKOUT PROCEDURES

The following information can save you time, energy, and money!

Before you begin the checkout process:

- Attend your mandatory hall meeting/closing program. Your student staff member will set up a time and date—look for communication sent to you via your Elon email.
- Review information on our websites regarding [End of Year Closing](#), [Damage Billing](#) and [Departing Campus Housing](#).

MANDATORY things to do before moving out:

- Pack up all of your belongings.
- Throw out all trash and unwanted belongings in the dumpsters provided.
- Remove items from the walls (including command strips) following all necessary instructions to avoid damaging the walls.
- Have all your personal belongings moved out of the room. (In addition, ALL items must be removed from the rooms and taken outside the building – i.e., carpet, cinder blocks, or unwanted furniture.)
- Sweep the floor and dust the furniture (the room should be clean of debris).
- Double-check all drawers and closets for any last-minute items you overlooked.
- Have your key(s) ready in a completed Check-Out Envelope and return them to your respective [neighborhood office](#)/drop box in the key envelope. **If your keys are not returned to the office/drop box and in the**

envelope, you will be charged the key replacement fee as well as an improper check-out charge.

Checkout Process:

- Obtain a checkout envelope from the neighborhood office or drop box area after office hours.
- Complete all the above steps on your own.

On the day you officially move out and check out:

- Remove all personal items and trash from the room/suite.
- Fill out the front of the checkout envelope with your information
- Enclose your keys in the envelope with your information and turn it into the neighborhood office. If you have lost your key, you should still complete the outside of the checkout envelope and check the “Lost Key” box.

NOTE: If you prefer to have someone inspect your room and check you out in person, contact your student staff member directly to schedule a date and time to have them check your room. Contact them to schedule this at least 48 hours before your planned move out and room check.

****Improper checkouts will result in an additional \$25.00 fee. Avoid this fine by completing the above steps. ****
Excessive items left behind in a bedroom/suite/room will result in a minimum charge of \$500.00 as per the excessive mess and additional cleaning policy. Failure to move out on time will result in a fine of \$50 per hour for every hour that you stay past the closing date and time.

Need summer housing?

More information on [Elon summer housing can be found here.](#)

Need Storage?

For those of you planning your move-out this year, Elon University is pleased to continue offering our storage, moving and shipping partner, **Storage Scholars**. Storage Scholars offers an all-inclusive moving and storage service for those who don't wish to move out and store belongings themselves. Watch the [“how it works video”](#) to see if Storage Scholars is a good fit for you, or [check out their webpage here.](#)

Here's how it works:

1. Student's sign-up online at storagescholars.com.
2. Storage Scholars mails boxes, tape and packing supplies to every student who signed up.
3. Students pack-up their room; upload photos of all items to storagescholars.com; lock everything in their room; and go home!
4. Storage Scholars coordinates with Residence Life when the campus is vacant to unlock rooms and move everything to storage for the summer.
5. Whenever students return, Storage Scholars will have already delivered their belongings to their new housing assignment so it's ready and waiting!

Storage Scholars is the only approved storage and moving vendor permitted on Elon's campus.

If you have any questions and/or concerns regarding this memo, please [contact your neighborhood office.](#)

Kind Regards,

Molly

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RESIDENCE LIFE

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