

Countdown to Closing Your Chapter House

Six Weeks Before Move Out

- Your CSL Operations Team should provide you with schedules for the following: summer cleaning, scheduled summer maintenance plan, any preventative maintenance work/inspections and life safety inspection schedule.

Four Weeks Before Move Out

- Communicate with your CSL Operations Team your summer travel plans and who will be checking house in your absence.
- Schedule any extra trash pick-ups and/or containers that you will need for the move-out process.

Two weeks Before Move Out

- Notify university police and/or local police as to whether anyone should be or will be at the property during the summer. Ask them to patrol regularly if possible.

One Week Before Move Out

- Check interior/exterior lighting and to ensure proper security of the property and report any repair needs to the CSL Central Office.
- Set any lighting timers to dusk to dawn setting.
- Please suspend services to the house such as mail, newspapers, food deliveries, garbage, etc.
- Work with the Collegiate Property Manager to ensure that every resident has signed up for a check-out time.
- Send a final reminder to residents that includes expectations for move-out day. Include items such as:
 - The importance of staying with their designated move-out time and how to reschedule if needed.
 - The location of designated parking spots for loading.
 - The expectations that they will fully complete all check out forms and indicate in detail the condition of their rooms upon exit.
 - Reminder that they will turn in their house access (key, fob, swipe card, etc.)
 - List expectations for how bedrooms and common areas should be left.

The advice and information above is provided by CSL Management, LLC as a courtesy to inform its clients of recommended best practices in the subject matter addressed. CSL Management, LLC assumes no responsibility or liability for any damages arising from or related to its clients' following or failing to follow such practices, and CSL Management, LLC assumes no responsibility to update this information.

Day(s) of Move Out

❑ Interior

- Check all rooms and areas in the house to determine if security deposits need to be returned or kept in order to pay for damages. Refer to the move-in/move-out form used for tenants and have them sign the form when they move-out.
- Ensure all areas of the house are clean.
- Remove and dispose of all food in residential refrigerators.
- Clear hallways of debris, clutter, and/or furniture and remove all trash from the property.
- Close all fire doors throughout the house.
- Set thermostats to 75 degrees.
- Work with the CSL Central Office to take steps to secure all awards, composites, trophies, and any other valuables as necessary.
- Unplug all unnecessary small appliances such as toaster, television, clock, etc.
- Refrigeration equipment will need to remain plugged in at all times.
- Close blinds/drapes.
- Ensure that all windows and doors are locked.
- Report any repair needs to the CSL Central Office.

❑ Exterior

- Work with your CSL Operations Team to ensure that the outside of the house is cleaned, and the landscaping is being addressed during the summer.

❑ General

- Remember to disable resident, chapter members', and employee key/swipe access and/or collect all keys from them.
- Change door codes and add new door code/keys to Knox box as needed and update your CSL Operations Team of changes.
- Knox box should also be updated with an emergency phone number list. We recommend that the list includes: the House Director, the Chapter Advisor/Local Alum or Board Member and the CSL Central Office.
- Update your CSL Operations Team with current security system info.
- The House corporation representative and/or house director, if applicable, should be the last person to secure and leave the property.
- An alumnus or responsible party should have a key to access the facility, if needed, to check on the property at least weekly.

The advice and information above is provided by CSL Management, LLC as a courtesy to inform its clients of recommended best practices in the subject matter addressed. CSL Management, LLC assumes no responsibility or liability for any damages arising from or related to its clients' following or failing to follow such practices, and CSL Management, LLC assumes no responsibility to update this information.