



AMERICAN UNIVERSITY
WASHINGTON, DC

Office of the Dean of Students

April 28, 2015

Dear AU Student,

Are you producing final projects and papers, creating stacks of assignments for your professors to grade? Consider taking a break to think about how you will clean out your living space at the end of the year. It's time to make arrangements for your move to the next place you will call home! Here's a checklist to help make that easier:

- Contact the post office to have mail forwarded. Visit <http://www.usps.com> for forms and instructions for changing your address.
- Make a trip to a local grocer, or contact local moving companies to get boxes and packing materials.
- Buy plenty of extra-large trash bags and stock up on cleaning supplies.
- Coordinate with roommates to remove discarded furniture and other belongings. Take items to a [Goodwill](#) drop-off location or contact the [Salvation Army](#) to pick-up and haul away re-useable items.
- Don't leave discarded items by the curb, in your yard, or on your porch. Doing so creates hazards for your neighbors, grief for your landlord, and a negative impression of students who rent your house in the future!
- If required in your lease, be sure to schedule a walk-through of your home or apartment with your landlord or building manager, and determine where to leave keys, etc. when your place is empty.
- Discuss with your landlord and your roommates payment of final rent and return of your security deposit.
- Make arrangements to transfer or turn off of utilities, cable, and phone service.
- Create a job-sharing list with roommates to identify responsibilities ... don't be the last one there with everything on your plate!
- If you are going to sublet your place, be sure your landlord and neighbors have contact information for summer tenants. (Don't sublet unless permitted to do so in your lease!)

Finally, parties to celebrate the end of classes and graduation always mark the end of the spring semester. Stay safe throughout these events to be sure your year ends on a positive note for you and for your friends. Please be considerate of AU neighbors – let them know if you are going to host family and friends, keep the noise down, and clean up any garbage!

Hoping you have success on final exams and a terrific summer!

Sincerely,

Michelle Espinosa
Associate Dean of Students

408 BUTLER PAVILION
4400 MASSACHUSETTS AVENUE, NW WASHINGTON, DC 20016-8148
PHONE: 202-885-3300 FAX: 202-885-1560