



Thank you for living at Campus West for the 2024/25 school year. We loved having you as part of the CW Family! Please prepare yourself to be fully moved-out from your townhouse by **5:00pm** on:

April 26, 2025

Please use the basket in the clubhouse on the counter to return your keys, parking pass (if applicable)

Please have all your belongings removed and your keys & parking permits returned to the office by **5:00pm April 26, 2025**. Vacating tenants will be charged for unreturned keys and parking permits. We will provide envelopes for your items on the counter in the clubhouse.

CLEANING GUIDELINES

A general cleaning of your apartment is required to avoid security deposit deductions. Charges will be assessed for items that require cleaning above and beyond normal use (such as excessively dirty stoves, refrigerators, dishwashers, sinks, toilets and bathtubs).

Thank you for your tenancy at Campus West Apartments. Good luck in your future endeavors!

EXTENDED STAY:

- You may request an extended stay until 12:00pm on Sunday, April 27, at an added fee of \$45.00.
- Complete the form after April 1 through Banner > myHousing > Apply | Cancel | Forms.
- International residents, residents who are graduating, or residents working at graduation events may request an extended stay at no additional fee.
- Any student needing housing on campus after Sunday, April 27, must complete a Spring/Summer 2025 housing application. Contracts will be prorated for early departures but are charged at a minimum of 3 weeks: Apply through Banner > myHousing > Apply | Cancel | Forms.

TRANSITIONING TO SPRING/SUMMER ON-CAMPUS HOUSING

- Residents living on campus for the Spring/Summer 2025 terms will stay in their current assignment until notified that their new unit is ready for them to move into.
- The transition period will run from Friday, April 25 through Sunday, May 4.
- Residents are expected to remain on/near campus with their belongings packed and ready to relocate to their Spring/Summer assignment during the transition period.
- Once notified your summer unit is ready, you will have 48 hours to move between units. Failure to move within 48 hours of the notification may result in additional fees.

If you have enjoyed your time living at Campus West and want to continue to live there, please visit the leasing office or call 866.599.6005 and they will assist you through the application process.