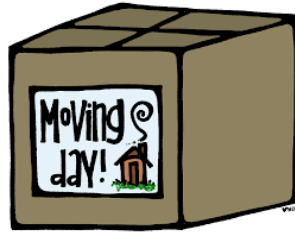


10-Steps to a Successful Chapter House Move-In

Standard Move-In: 9:00 am, Friday, August 25 – 28, 2023

Approved Early Move-In (with University Sponsorship): 9:00 am, August 23 – 24, 2023



Step 1

- Read and review the Welcome Letter and the Chapter House Move-In Procedures & Living Guide.

Step 2

- Communicate your intended move-in date to your House Manager and President. Do not enter the house before your approved move-in date (subject to \$500.00+ fine and Student Conduct referral).

Step 3

- Review list of items Prohibited/Banned at the chapter house (pg. 28 of guide). Do not bring them.

Step 4

- Plan your furniture needs and confirm with chapter leadership/Alumni House Corp. what items the chapter provides. The University does not provide bedroom furniture. Review Furniture section.

Step 5

- Arrive to Philadelphia. If using a vehicle, bring a printed 1-hour parking pass or pick one up from OFSL at 3933 Walnut (M-F, 9a-5p). Review Parking section of the guide and follow parking signs.

Step 6

- Sign-out assigned bedroom key at your designated location.

Step 7

- Ensure your bedroom key works properly. Follow instructions in the guide if you experience issues.

Step 8

- Move into your room. Do not remove chapter-owned, standardized furniture if provided to you.

Step 9

- Inspect the condition of the room and submit electronic [maintenance requests](#) to Campus Apartments for all damages. Search your email for "Entrata" to set-up portal with Campus Apartments.

Step 10

- Discard all trash and unwanted items in outside trash bins. All hallways, stairs, and means of egress must remain clear of items. Follow Trash section of guide. Submit [work order](#) for items unsafe to move.