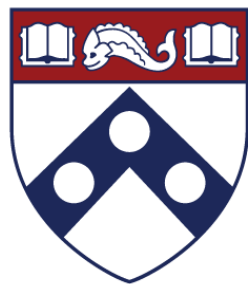




Penn Chapter House

Move-Out & Closing Guide

May 2025



**Fraternity &
Sorority Life**

UNIVERSITY *of* PENNSYLVANIA

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MOVE-OUT OVERVIEW

DATES

Non-Graduating Residents | Move-Out Deadline: Wednesday, May 14, 2025 – 12:00 pm EST

Graduating Seniors & Full House Closure | Move-Out Deadline: Tuesday, May 20, 2025 – 12:00 pm EST

ADDRESSES & CONTACT INFO

OFSL (Office of Fraternity & Sorority Life)

3933 Walnut Street

Philadelphia, PA 19104

215-898-5264 (calls for facilities/maintenance should be directed to Campus Apartments)

vpul-ofsl@pobox.upenn.edu

Work Hours: 9:00 am – 5:00 pm (Monday – Friday) | Staff are off Saturdays and Sundays

Campus Apartments, LLC

4043 Walnut Street (Key Return Location), Philadelphia, PA 19104

215-349-7133 – for Emergency Facility Issues

Office Hours: 9:00 am – 6:00 pm (Monday – Friday), 11:00 am – 4:00 pm (Saturday), closed (Sunday)

QUESTIONS & IMPORTANT DOCUMENTS

Residents should direct questions to their House Manager, and the House Manager will contact an OFSL staff member as needed.

Each resident signs an Occupancy Agreement which outlines the terms and conditions residents are expected to review and follow. Additional information relevant to occupancy can be provided via the OFSL website and supplemental guides such as the Occupancy Agreement, Living Guide, Move-in/Out Guide, etc. OFSL reserves the right to supplement, amend, elaborate, or clarify housing terms and conditions through the issuance of memoranda, email, rules, regulations, addenda, or directives. The Chapter/resident requesting an exception to a guideline must receive confirmation in writing.

Check the OFSL website (<https://www.vpul.upenn.edu/ofsl/chapterhousing.php>) to see if there are any updates to the information in this guide.

MAINTENANCE REQUESTS | WORK ORDER

Link to submit Campus Apartments maintenance requests: <https://ofslportal.residentportal.com/>. Only residents can submit a work order.

Emergency Facilities Hotline (for emergency facilities issues only): (215) 349-7133. (Always submit an online work order after calling the Emergency Facilities Hotline, also). Work orders managed by Campus Apartments.

MOVE-OUT INSTRUCTIONS

- The standard move-out deadline for non-graduating residents is 12:00 pm, Wednesday, May 14, 2025
 - Residents must move-out by this deadline unless approved and verified from OFSL via email
- Graduating Seniors & Full House Closure move-out deadline is 12:00 pm on Tuesday, May 20, 2025
 - House closes fully, and all residents must be moved-out by this deadline

Step-by-Step Instructions:¹

- Step 1: Read this guide and communicate with your House Manager/OFSL if you have questions.
- Step 2: Sign-up for a time with your House Manager to view the room together before moving out.
- Step 3: Plan for parking. Follow all signs and regulations. Post the temporary permit on dashboard.
- Step 4: *Before* the House Manager checks your room, you must have completed the following:
 - a. Accounted for and removed all personal items and furniture.
 - b. Accounted for all furniture originally provided to you by the chapter (if applicable), and ensured it is kept inside/returned to the room.
 - c. Taped "Keep" labels (with room # & date) to furniture staying for the next resident. (You must follow the furniture section in this guide for permitted items and quantity).
 - d. Removed all trash, including unwanted personal furniture, to an outside dumpster.²
 - Taped "Trash" labels to items unsafe/too heavy to remove.
 - e. Cleaned-out & defrosted mini-fridge (note: fridges cannot be larger than 4.6 cubic ft.).
 - f. Turned off and unplugged AC unit (unit must stay in a bedroom).
 - g. Cleaned/swept the room.
- Step 5: Submit electronic [maintenance requests](https://ofslportal.residentportal.com) (ofslportal.residentportal.com) to address facility needs in the bedroom; this includes submitting a work order if you cannot locate your bedroom key.³
- Step 6: Shut/lock all bedroom windows and turn off all lights.
- Step 7: Lock the bedroom door after you are finished moving out and after the House Manager completes the bedroom check with you.
- Step 8: Check the house for mail and update your forwarding address.
- Step 9: Residents return bedroom key to the House Manager by the move-out deadline in an envelope. On envelope, clearly write Name, Chapter House & Address, Room #, Date, & Contact Info.
 - a. House Manager (or designated last resident) returns set of keys to 4043 Walnut.⁴
 - b. If House Manager is unavailable, resident is responsible for returning key to 4043 Walnut.
- Step 10: Avoid any improper move-out fees by following all steps above. Your student account can be charged for chapter housing and/or fees until you complete the move-out process.
- Step 11: After you complete the move-out process, you are not permitted to re-enter the bedroom unless you gain approval from an OFSL staff member.

Review key return Q&A on the next page!



¹ Refer to the Occupancy Agreement, specifically: Section VI (Move-In/Move-Out/Keys).

² Refer to the section on Trash in this guide, & the Occupancy Agreement, specifically: sections VI, XIV (Storage), & XVI (Cleaning).

³ Refer to section on Keys and Fees in this guide for a complete outline of procedures.

⁴ Return during business hours (pg. 2). For after-hours key returns (in rare situations), utilize the overnight drop-off slot at Campus Apartments, 4043 Walnut St. Utilize an envelope with your chapter house, address, room #, name, and date clearly labeled. Utilize the envelope drop-off slot at the front door.

Q&A about Key Returns:⁵

- Can I leave my key in the bedroom when I move out?
 - A. Answer: No. Residents are prohibited from leaving the key in the bedroom; thus, residents must return it (using a key envelope) by the move-out deadline.
- What do I do if I cannot locate my key, but I'm moving out?
 - Answer: If you have lost or misplaced your key, you are responsible for submitting a [maintenance request](#) to Campus Apts. by the move-out deadline. The work order signifies you are moving out and that Campus Apts. will need to make a new key for a future resident.
 - A \$100.00 fee will be assessed to you for replacing the key.
- What if I cannot locate my key before moving out, and I don't submit a maintenance request?
 - A. Answer: You can be assessed a \$100.00 improper move-out fee if you do not submit a work order by your move-out deadline. You will not be charged a \$100.00 improper move-out fee if you submit a work order requesting a replacement key by the move-out deadline, although you will still be responsible for the \$100.00 key replacement fee.
- Why would I be charged a \$100.00 improper move-out fee for not submitting a lost key work order?
 - A. We need you to communicate to Campus Apts. that you cannot locate your key. Submitting a work order reduces any confusion if your move-out deadline passes but Campus Apts. was not notified your key is missing. Keys need to be accounted for and prepared for any future resident; therefore, residents need to either return the key or communicate the key is missing. This fee also deters residents from intentionally planning to return the key days or even weeks after the move-out deadline.
- What if I have my key, but don't return it by the move-out deadline?
 - Answer: A \$100.00 improper move-out fee can be assessed to you if you do not return your key to the House Manager/Campus Apartments (4043 Walnut St.) by the move-out deadline.
- What if I find my key after the move-out deadline?
 - If your key was missing and you later find it, you have exactly 3 calendar weeks from your move-out deadline to return the key to Campus Apartments (4043 Walnut Street). If the key is returned within this timeframe, you will not be assessed the \$100.00 key replacement fee. However, the improper move-out fee will remain if you did not submit the work order at the time of move out.
 - You may return the key in person or via mail.
 - If you mail the key to Campus Apartments (4043 Walnut St.), follow these instructions: Inside the envelope, include a piece of paper stating, "Key Return for CHAPTER HOUSE, ROOM NUMBER, NAME, DATE."
 - If the key is lost or damaged in the mail, you are responsible for the key replacement fee of \$100.00.
- What if the work order portal is not working properly when I attempt to submit one for the lost key?
 - Answer: If the [Campus Apartments work order link](#) is not working, the resident should ask the House Manager to assist. If the House Manager is unavailable, the resident must notify OFSL (vpul-ofsl@pobox.upenn.edu) by the move-out deadline that they have misplaced the bedroom key and a replacement is needed for the next resident. OFSL will notify Campus Apts.
- What if I know the person moving into my room after I move-out? Can I give them the bedroom key?
 - Answer: No, you need to return the key and the resident living in the room the next semester will receive the key when they move-in (unless provided alternative instructions via email). If you give a key to another resident and that resident loses it, you can be held responsible since the key was signed out to you, still.

⁵ All exceptions to Key Return procedures must be submitted in writing and confirmed by OFSL/Campus Apts. in writing via email.

After Hours Key Return:

- After business hours: House Manager/designated resident should place key envelopes in the overnight bin at Campus Apartments (4043 Walnut). It is best to submit keys together in a large envelope.



The image shows a 'Smart Checkout' form from Campus Apartments. At the top, there is a section for 'Name' and 'Unit/Bedspace'. Below that, it says 'Keys Enclosed' and 'Gain/FOB Access (if Applicable) Enclosed'. The main heading is 'Smart. Checkout.' followed by the instruction 'Fill out the information below and turn into the leasing office.' The form includes fields for 'Name', 'Unit/Bedspace', 'Forwarding Address', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Email'. At the bottom, it says 'Thank You for Living With Us!' and features the 'campus apartments smart living' logo.

Key Return Envelopes

- Place key in envelope
- Clearly Write: Name, Chapter House & Address, Room #, Date, and Contact Info
- Return to House Manager
- Disregard note about "returning a deposit" (that is done via the student Bursar account)

MOVE-OUT EXTENSIONS

Overview:

- Residents need to abide by their move-out deadlines. In the rare event an extension is granted, confirmation will be sent via email and a \$50/day rate applies.
- Residents approved to live in the house (graduating seniors) from May 14 – May 20 are not authorized to have guests, friends, chapter members, etc. at the house, except a guest assisting with move-out. Only approved residents may stay overnight. All residents must be moved-out by 12:00 pm, May 20.
- Social gatherings and parties are prohibited. Violating this could impact the chapter's accreditation, good standing, and future move-outs for returning/future members. Even though some residents are graduating, the chapter can still be referred to Office of Student Conduct, governing council, and (Inter)National HQ. Chapter/residents are responsible for damages/cleaning.

Violating Procedures:

- If a resident/individual enters and/or resides in the chapter house after the move-out deadline without authorization from OFSL in writing, the following is applicable:
 - Considered trespassing
 - Escorted off the property by Penn Police, Penn staff member, or Campus Apartments
 - Referral to the Center for Community Standards & Accountability
 - One-time Improper Move-Out fee of \$100.00
 - \$100.00 per day stay fee
 - One-time Unauthorized Entry fee of \$500.00 for entering the house after the move-out deadline, staying overnight in the house, or moving belongings at house without authorization. The fee for violations by non-resident chapter members or guests will be sent to the chapter.

FAQ:

- Q: How much could I be charged if I stay in the house after my move-out deadline?
 - Answer: Let's say you stay in the house 1 day after your deadline. You can be assessed a total of \$700.00 (\$500 for being in the home past the move-out deadline without authorization, \$100 for an improper move-out fee, and \$100 for living in the home an additional night).
- Q: What if there is an emergency situation, and I need an extra night at the chapter house?
 - Answer: contact OFSL immediately when our office is open, at least 48 hours in advance. OFSL is happy to assist you find a solution to the situation, but we are not able to guarantee anything.

Overview:

- Residents are responsible for removing trash, unwanted furniture, and moving supplies from the house to an outside dumpster.⁷ Provided trash bins should be kept inside & can only be used to collect trash.
 - Hallways, stairs, & egress paths must remain clear of all items to reduce safety hazards & pests.
 - Hallway and common area trash bins are not intended to be used for unwanted furniture, appliances, moving boxes, etc. These items must be taken to an outside dumpster.
 - Discard/clean-up items such as solo cups, spilled liquids, food, etc., into trash bins.
 - If a trash bin begins to overflow, the chapter/residents must take items to an outside dumpster. Do not pile trash around a trash bin when it is already full.
 - Securely tie your trash bags before disposing them into dumpsters/trash bins.
- The chapter/residents will be responsible for all charges (labor, clean-up, moving fees, dumpster fees, service charges, etc.) if trash/furniture/safety guidelines/fire codes are not followed.
 - Bedrooms/common areas: each bag (trash, clothes, etc.) Campus Apts. needs to remove is estimated at \$25.00. Large items such as furniture can cost more due to labor and trash fees.
- Unwanted/Broken Furniture/Mattresses:
 - Discard furniture items with a partner in an outside dumpster when possible and safe. Large dumpsters will be present on 39th/Spruce and 38th/Walnut.
 - Large & Heavy Furniture Items (couches, mattresses, dresser, fridges):
 1. If possible to safely move item(s): bring to safe location on main floor (don't block egress)
 2. Tape a "TRASH" sign to the item(s) and take a picture(s)
 3. Submit a [maintenance request](#) to Campus Apts.; include pictures & location
 - Bio-medical waste, hazardous waste, and some items (tires) cannot be discarded into a dumpster. Submit a work order for Campus Apts. to review trash needs for the object(s).
 - Chapter/residents are responsible for related charges if requesting additional trash pick-ups and/or assistance with moving/discarding furniture.

Fire Code Compliance:

- According to the Philadelphia Fire Code, all fire towers, hallways, stairs, sprinkler valve rooms, and other means of egress must remain free of items, furniture, chapter property, trash, and debris. Each of these areas must always be unobstructed. Items will be moved/discarded at the chapter/resident(s) expense.

Occupancy Agreement, Related Sections:⁸

- VI. Move-In/Move-Out/Keys.
 - Read and review #4 – #5.
- IX. Loss/Theft/Damage.
 - Read and review #1 – #3.
- XIV. Storage.
 - Read and review #1.
- XVI. Cleaning.
 - Read and review #1 – #3.
- XVII. Dangerous Articles/Substances/Activity/Tampering with Life Safety Systems.
 - Read and review letter *g*.
 - Read and review #2, #3

**DO NOT
LEAVE TRASH
IN HALLWAYS**

**PLACE
GARBAGE
INSIDE
DUMPSTER**
DO NOT THROW OR
LEAVE ON GROUND

⁶ Exceptions to trash guidelines must be confirmed in writing. You can request an estimate of related trash charges from Campus Apts.

⁷ Contact OFSL/Campus Apts. via email if the chapter cannot locate the outside dumpster/if dumpster is not present.

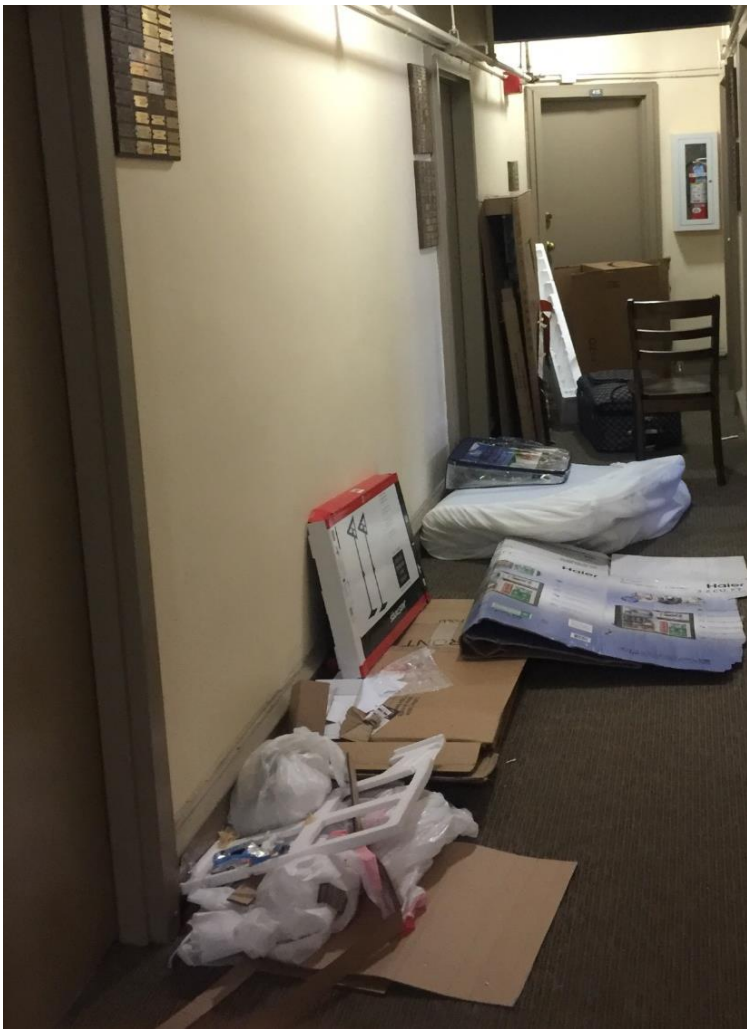
⁸ This guideline serves as notification as referenced in the Occupancy Agreement.

This trash was left on a patio, but it should've been taken to an outside dumpster.

Campus Apts. hired staff to remove the items, and the chapter was responsible for the costs.



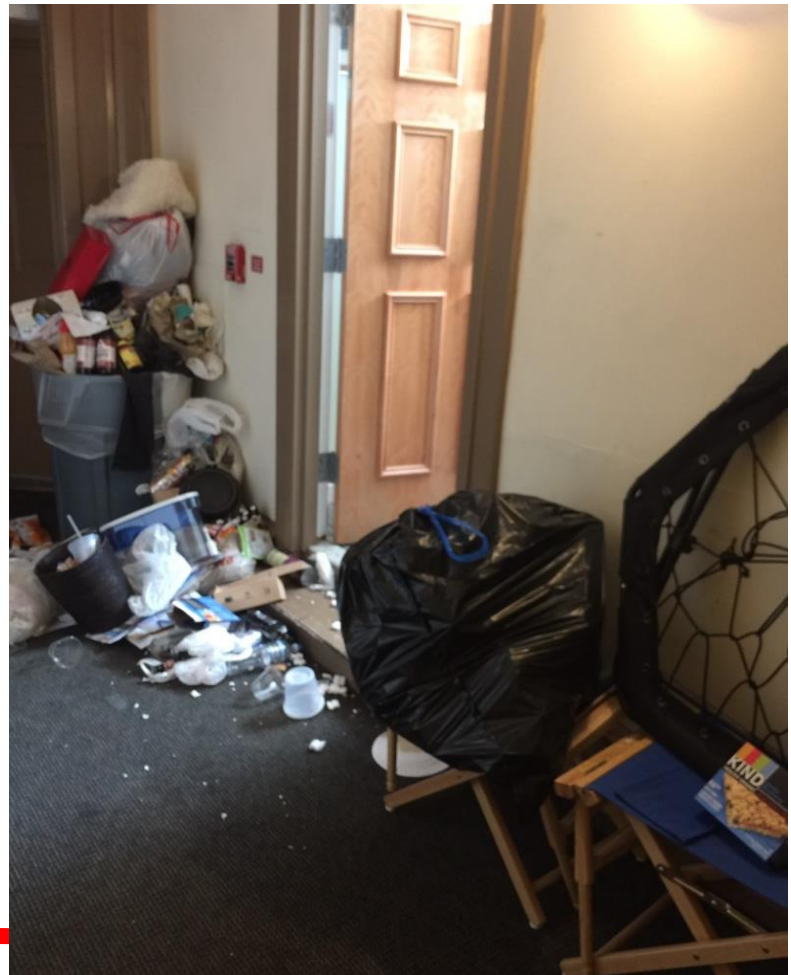
The chapter moved unwanted and broken furniture items to an outside dumpster. Great job!



Hallways must remain clear.
Chapter/resident(s) will be responsible for charges if staff need to remove items.

**DO NOT
LEAVE TRASH
IN HALLWAYS**

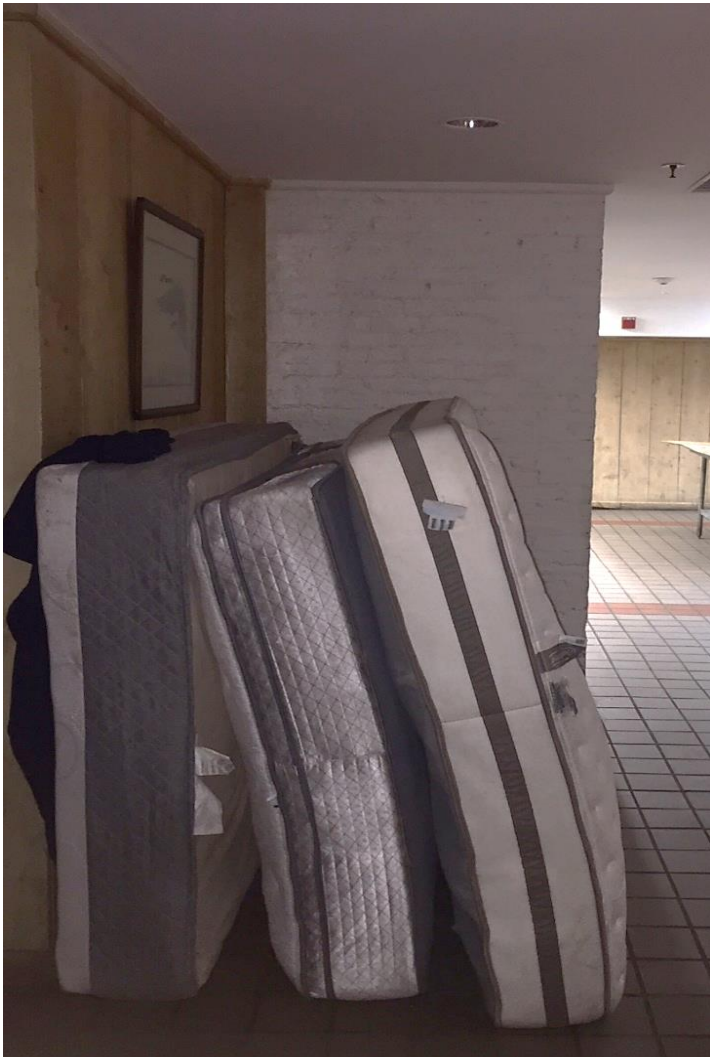
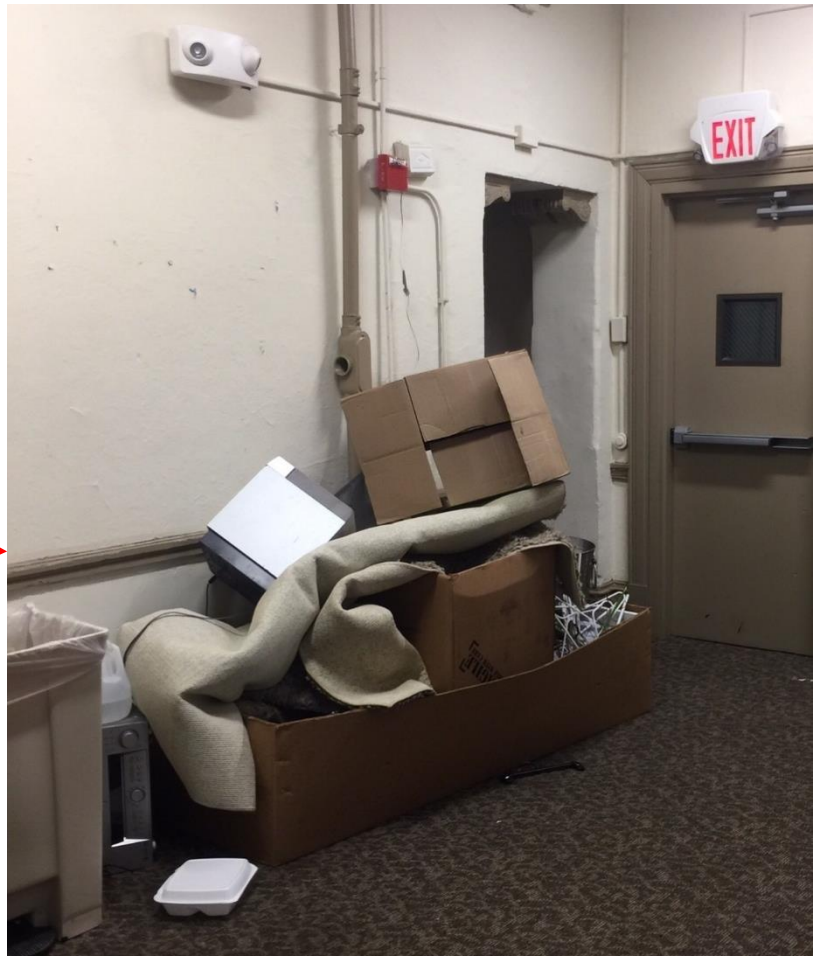
If a trash bin is overflowing,
do not pile trash around it.
Empty a full trash bin into an
outside dumpster. The
chapter was charged for extra
clean-up & labor.



These trash items were left inside and near an exit door.

Trash must be taken to an outside dumpster, and hallways and exit doors must remain clear for safety purposes.

**PLACE
GARBAGE
INSIDE
DUMPSTER**
DO NOT THROW OR
LEAVE ON GROUND



Mattresses can only be inside a bedroom.

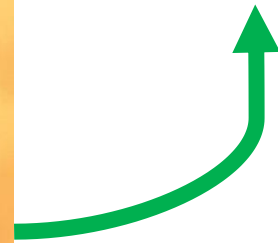
Unwanted mattresses must be taken to an outside dumpster. Campus Apts. removed these mattresses and



This basement is organized neatly & items are labeled.

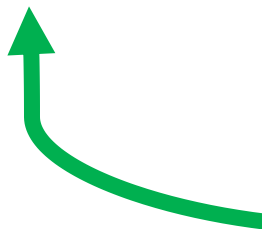
Items are placed in storage bins or placed onto storage racks.

The floor and walkway area are clear.



This common area is free of trash, food, drinks, and personal items.

Floors should be clear of debris and all furniture is organized neatly. Great job!



No Storage Policy:⁹

- The chapter house may not be utilized as a storage facility. Non-resident chapter members, friends, guests, or family members cannot store belongings in the home. New residents moving into the home cannot move their belongings in before the next move-in date. Penn is not responsible for items left.
 - When moving out: residents must remove all personal items from the house by their move-out deadline (clothes, posters, books, bedding, etc.). Items left behind will be considered abandoned and discarded/donated to a local charity. Penn does not take responsibility of items left behind.
 - Personal electronics such as TVs, keyboards, gaming systems, stereo equipment, etc. cannot be left in the bedrooms after moving out. Penn is not responsible for items if left.
 - Chapter-provided bedroom furniture must remain in the bedroom.
 - Follow any supplemental guides, the Occupancy Agreement, emails, etc.
 - Anyone who is found to have stored items in the chapter house (basement, bedrooms, common rooms, etc.) with the intention of retrieving them during the break or beginning of the next term will be responsible for fees including but not limited to: improper move-out/in fee, unauthorized storage fee, etc. If a person cannot be found responsible, the chapter can be held to the fee(s).
- **Unwanted Items/Furniture and Trash:**
 - Review section on *Trash* in this guide.

Tagging Process and Reminders/Updates about Furniture:

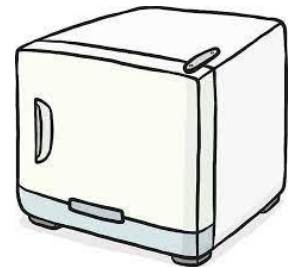
- The resident moving out is responsible for labeling approved-furniture/bedroom items (not personal items) that will be staying in the bedroom for the next resident.
 - Tape a Keep Label to Furniture approved to stay in the bedroom for the next resident; include name, date, and room number on the label.
 - *Guidelines on what furniture is approved are outlined in the section below.*
 - Items not labeled can be considered abandoned and Campus Apts. may remove and discard them. Penn is not responsible for items that are not labeled properly.
 - If non-approved furniture/bedroom items are labeled and kept in the room/chapter house, Penn is not responsible for them being lost/damaged/moved, and the resident could be charged.
- Each chapter has made its own policy regarding providing furniture in bedrooms. Some chapters provide furniture, and some do not. Check with your house manager, chapter president, alumni advisor/house Corporation, or OFSL if you have questions.
- Bedroom furniture cannot be set-up outside bedrooms in common areas, hallways, lounges, etc.
 - **If Standard Bedroom Furniture is Provided to the resident by the chapter:**
 - Residents who were provided furniture by the chapter must follow chapter rules that also align with the Occupancy Agreement & Penn safety guidelines. Furniture provided to the resident must remain in the bedroom & be labeled by the chapter. If a resident removed provided furniture from the room, the resident is responsible for returning it and/or for the cost to repair/replace it if damaged/not returned by the move-out deadline.
 - The chapter/residents can be assessed fees related to moving furniture if Campus Apts. needs to arrange it based on safety guidelines and/or chapter's/residents' requests.
 - The chapter and/or House Corporation is responsible for conducting an inventory in each bedroom/common area to determine if furniture is still present and/or if residents need to be charged for removing/damaging items that need to be replaced.

⁹ Refer to section XIV "Storage" in the Occupancy Agreement.

- **If Standardized Bedroom Furniture is Not Provided to the resident:**
 - Residents must follow the furniture guidelines outlined in this guide and any supporting documentation, including emails from OFSL, Occupancy Agreement, Living/Move-in/Out Guides, OFSL website, DPS guidelines, etc. Residents are responsible for removing their personal furniture and/or discarding it properly.
- **Furniture Approved for Bedrooms:**
 - **Residents can have the following furniture items in bedrooms: bedframe (including headboard and footboard), box spring & mattress set, desk, desk chair, bookcase, lamp, dresser/wardrobe, futon/couch/sofa, standing fan, room-size refrigerator (no larger than 4.6 cubic feet), rug, and AC unit (if house does not have central air).**
 - When moving out, only these items listed can stay in the room & must be labeled.
 - Approved quantity of items is based on the occupancy type of the bedroom:¹⁰
 - 1-person (single) bedrooms: 1 of each furniture item (listed above) is permitted inside the room.
 - 2-person (double) bedrooms: 2 of each furniture item (listed above) is permitted inside the room.¹¹ [A bedroom used as a triple could have 3 of each item.]

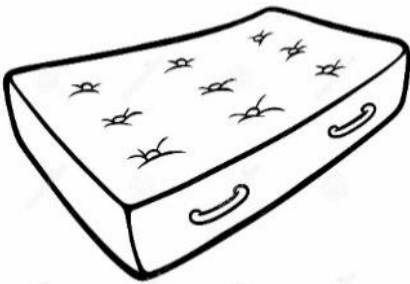
- **Fridges:**

- A fridge inside a bedroom cannot be larger than 4.6 cubic feet. Full-size fridges cannot be utilized/stored in bedrooms; they will be removed at the chapter's/resident's expense.
- Bedroom-size fridges must be kept in a bedroom (not basements, hallway closets, etc.)
- Full-size fridges can only be kept in a designated kitchen area.



- **Mattresses:**

- Mattresses are only allowed to be stored in a bedroom, and the number of mattresses allowed in a bedroom is determined by the occupancy type of that bedroom. A bedroom designated as a 1-person room is allowed to have up to 1 mattress in it, a 2-person bedroom can have up to 2 mattresses in it, etc.¹²
 - Mattresses are prohibited from being left anywhere outside a bedroom, including in a storage closet, basement area, hallway closet, or common area. Mattresses left in these areas are more susceptible to mold and bugs, and they can be a safety hazard. They will be discarded if discovered, even if labeled "Keep." The chapter/residents will be responsible for charges related to removing and discarding mattresses as needed.



- **Composites & Storage Closets in Basement/Hallways:**

- Chapter property left in a storage closet in the basement/hallway needs to be labeled. Personal property cannot be left.
 - Mechanical & sprinkler-valve rooms cannot be used to store any items.
 - Items labeled with tape indicate to Campus Apts. & Penn the item is chapter property.
 - Items not labeled can be considered abandoned, and they could be discarded.

¹⁰ Exceptions for mattresses: Refer to the section on Mattresses in this guide for further details.

¹¹ If 1 person is scheduled to live in a room that is labeled as a 2-person room in the fall, up to two of each item can be in the bedroom.

¹² Exception: if the chapter provides a mattress & a student brings a personal mattress, the chapter-provided mattress needs to stay in the bedroom. Mattresses cannot be left in common areas.

- Composites: these need to be hung on walls or kept in a safe storage area. They cannot be kept on a hallway/basement floor. Enter a [maintenance request](#) for Campus Apts. to hang them (provide a detailed location on the work order; label the composite & wall with masking tape).
- House Managers: take pictures of closets to show approved items being stored appropriately.
- **Common Areas:**
 - The chapter can keep common area furniture in areas such as living rooms, kitchen dining areas, libraries, study rooms, TV rooms, etc. Chapter property eligible to be left in these areas include: couches, tables, bookshelves, entertainment centers, tables, chairs, trophies, lamps, chapter TV/projects (electronics are always recommended to be secured with a chain lock), filing cabinets, books, & memorabilia.¹³
 - Traffic cones/signs can be turned over to Penn Division of Public Safety and/or discarded.
 - Commons areas in the house cannot be used to store personal belongings. Individual personal belongings will be discarded, even if labeled.
 - House Managers: label items & take pictures of common areas to show items stored properly.
 - The use of chapter house common area property in bedrooms is strictly prohibited (chapter dining chairs, couches, etc.).
- **Outdoor Areas:**
 - Furniture meant to be used inside cannot be stored/left outside.¹⁴
 - It is recommended that chapters secure outdoor furniture, sports equipment, BBQ grills, etc. in a safe location and/or use a chain lock.
 - House Managers: take pictures of outdoor areas to show approved furniture staying outside.
- **Fire Code Compliance:**
 - According to the Philadelphia Fire Code, all fire towers, hallways, stairs, sprinkler valve rooms, and other means of egress must remain free of furniture, chapter property, trash, and debris. Each of these areas must always be unobstructed, and items will be moved/discarded.
 - Charges related to items needing to be moved or discarded will be charged back to the chapter/resident(s). This guide serves as notice as outlined in the Occupancy Agreement.



KITCHENS & CHEFS

- Residents need to remove personal appliances and food. Consider donating non-perishable items.
- Refrigerators should be empty and clean.
- Chapter leadership should work with the chef (if applicable) to decide last day of meals and first day of meals for next semester.
- Chef/chapter is responsible for cleaning the commercial appliances and kitchen.

¹³ Exceptions must be requested in writing/email and approved in writing/email.

¹⁴ Indoor furniture used outside are more susceptible to theft, bugs, and damage from weather than outside-style furniture. They can also be a fire/safety hazard. Exceptions must be requested in writing/email and approved in writing/email. Penn is not responsible for these items being stolen or damaged.

LABELS

- Tape one of these labels to an applicable item.
 - Keep for approved Bedroom Furniture
 - Chapter Property for Common Area/Chapter Property
 - Trash for bulk/furniture items unable to safely remove.
- Read the label description thoroughly.

Name:	Date:
Bedroom #:	Cell #:
<h1>Keep</h1>	
<p>Tape this label to each Approved item (listed below) staying in the bedroom for the next resident. The resident must remove personal items (tv, posters, clothes, books, food, etc.). Quantity: 1 item of each is permitted based on room occupancy. Resident could be charged a fee for leaving unapproved items; Penn is not responsible for items left. Retrieving items during the break is not permitted.</p> <p>Approved Items ✓ checkmark which item this Label is for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bedframe/Headboard/Footboard <input type="checkbox"/> Mattress/Box Spring <input type="checkbox"/> Desk <input type="checkbox"/> Desk Chair <input type="checkbox"/> Bookcase <input type="checkbox"/> Lamp <input type="checkbox"/> Dresser/Wardrobe <input type="checkbox"/> Futon/Couch/Sofa <input type="checkbox"/> Standing Fan <input type="checkbox"/> Room-size Fridge (4.6 cubic ft. or less) <input type="checkbox"/> Rug <input type="checkbox"/> AC Unit 	
Resident Move-Out May 2025	

Name:	Date:
Common Area:	Cell #:
<h1>Keep! Chapter Property</h1>	
<p>Tape this label to Chapter Property in a common area (couch, living room TV on wall, dining chair, etc.). This helps identify the item and its location when cleaning, repairs, and painting are done during the break. (Note: items might be moved due to safety or facility-related issue. Mattresses need to be kept in a bedroom or). Broken items need to be discarded. Valuable electronics: consider removing projector, portable speakers, etc. if possible to store with a member during the summer. Use an AirTag when available. Personal TVs/electronics cannot be stored in the chapter home.</p> <p>Note:</p>	
May 2025	

Item:	May 2025
Date:	
<h1>TRASH</h1>	
<p>When safe & possible, take trash and unwanted items to an outside dumpster. <u>This label is for large items</u> only (broken desk, mini-fridge, tv, mattress, etc.); it is not for personal and bagged trash (food, paper, etc.) or you could be charged.</p> <p>Instructions if Item cannot be taken to outside dumpster:</p> <ol style="list-style-type: none"> 1. Bring item to a safe location on the main floor. 2. Tape this TRASH label to the item & take picture. 3. Submit a maintenance request to Campus Apts. <p>If trash item is unsafe to move from the bedroom, label it and keep it inside the room.</p> <p>Please consider donating items in good condition when possible. Do not leave trash in hallways, patios, common areas, stairwells, blocking doors, or in areas of egress.</p> <p>Please assist your fellow residents and chapter members.</p>	

When moving out, clean your bedroom & remove personal items/trash.

Label furniture & follow guidelines on which items are approved to stay in the room and how many of each item.

If you removed chapter-provided standard furniture, move it back into the room by the move-out deadline.

These pictures show how a room should look at move-out. No personal items or trash are present.

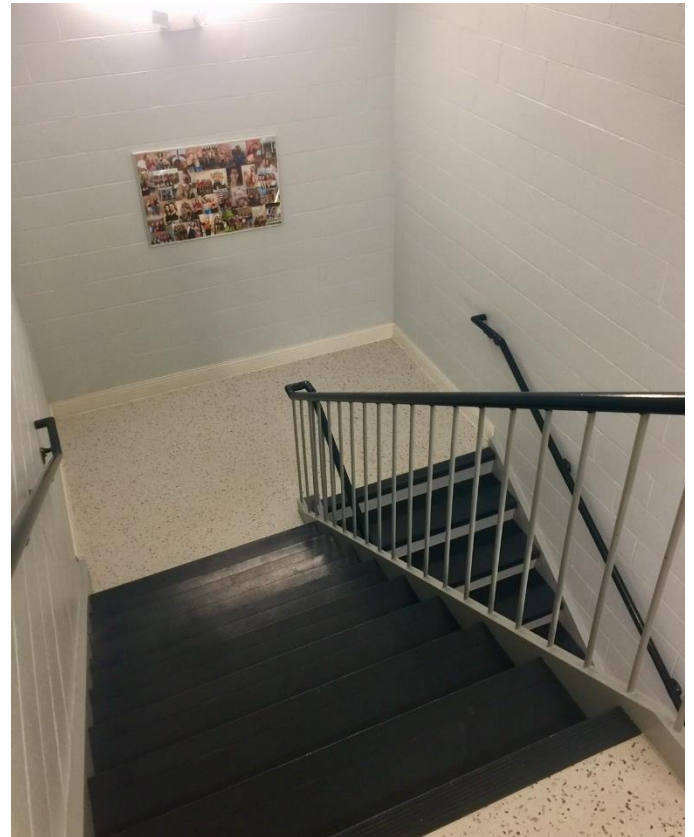
The rooms are ready for a new resident for the next semester!





All hallways and stairs are kept clear to abide by safety fire codes!

Chapter House Manager, President, and House Corporation won't need to worry about fines or egress blocked.



Chapter-provided furniture, such as bed frames and posts must remain inside the bedroom.

There is not storage space in the home, and items cannot be left in a hallway.





Items cannot be kept under stairs.



Bikes must be neatly organized and kept in an appropriate location.



Interior-style furniture cannot be left outside.

Furniture cannot be in halls or obstruct safe flow near stairs.



Overview:

- Penn does not provide storage for resident/chapter belongings.
- Chapter Houses cannot function as storage space for resident's personal belongings.

Portable Storage Pods:

- Flex Box, Door To Door, and PDS are vendors that advertise weatherproof, lockable storage pods.
- OFSL has no formal relationship with these vendors, nor jurisdiction over permits to place a vault near the chapter house or around campus. Residents must work with the specific container company to obtain City of Philadelphia drop permits for any portable storage container. Consult with the Division of Public Safety regarding campus drop zones for these containers. Penn Facilities & Real Estate Services, FRES may also need consultation.

Moving & Storage Companies:

- Residents are encouraged to review using thecollegebutler.com/upenn for moving assistance and storage needs, whether home for the summer or studying abroad.
- When using a storage or moving company, consider the following:
 - Understand their policies and practices.
 - Check references and insurance.
 - Know what services you will receive in return for payment.
 - Ensure your scheduled dates of pick-up and moving are within the official move-out/in dates.
 - Ensure they will provide their own moving supplies including padding, carts, dollies, etc.
- Residents must be available to meet any moving or storage company so that they can oversee the transfer of their belongings.
- Penn, OFSL, FRES, or Campus Apartments will not be responsible for belongings left or picked up by storage personnel, left unattended, or left behind in the house.

Key Request for Moving:

- Bedroom keys will not be issued to a moving company representative, visitor, family member, or friend, and residents are prohibited from providing their bedroom key to them.



THE **CollegeButler**

WE DO THE
MOVING & STORAGE
FOR YOU

HOW IT WORKS - STUDENT SUMMER STORAGE

1. You Sign up Online



2. We Deliver Packing Supplies



3. You Pack Your Items



4. We Pick up Your Items



5. We Store Your Items Safely



6. We Deliver Your Items
When You Return

Below is an outline of fees associated with occupancy, breaks, and move-in/out periods. This may not be an all-inclusive list of fees, and the information is subject to change.

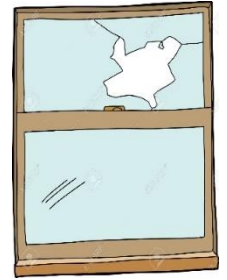
- **No Move-Out Extension Approval Fee**: \$100.00 per day
 - If a resident is discovered staying in the chapter house past the move-out deadline without authorization from OFSL, the resident can be assessed a \$100.00 per day fee (in addition to a \$500.00 unauthorized entry fee and \$100 improper move-out fee).
 - If a chapter member (non-resident) and/or guest is discovered staying in the chapter house overnight, the charge would go to the chapter.
 - Residents/chapter members in the house w/o authorization could be considered trespassing.
- **Unauthorized Entry**: \$500.00 one-time fee
 - House/Bedroom/Vacant Bedroom/Mechanical room: \$500.00 fee for entering the house without authorization from OFSL in writing (including moving belongings into the house early). Fees for non-resident chapter members or guests will be sent to the chapter.
 - Roof/Ledges/Attic, and Door Tampering: subject to a \$1500.00 fine, referral to Student Conduct, and removal from chapter housing.
- **Improper Move-Out Fee | Improper Storage Fee**: \$100.00
 - When a resident is moving out of the house completely (and not returning during the academic year) or approved to change rooms, the improper move-out fee can be assessed when a resident fails to follow move-out procedures. This fee is processed on a case-by-case basis for reasons including but not limited to: deliberately not following the move-out process, not returning your bedroom key by your move-out deadline, intentionally leaving behind personal belongings and/or trash, not moving out before the standard move-out date, not tagging furniture, etc.
- **Unauthorized Room Switch**: \$100.00
 - Residents cannot switch rooms or keys without authorization from OFSL in writing. There is a \$100.00 fee for unauthorized room switches to each resident who switches. Residents are also subject to an improper move-out fee of \$100.00 and any associated damage or key fees.
- **Trash Removal**: ranges in amount(s)¹⁵
 - Chapters/Residents are responsible for removing trash from common areas and bedrooms. If Campus Apartments needs to remove trash, a charge of \$25.00/bag will be assessed. A truckload of trash can cost \$400.00.
- **Furniture Moving**: ranges in amount(s)¹⁶
 - Chapter/Resident(s) could be charged fees if Campus Apartments needs to arrange furniture moving if requested by a chapter/resident and/or if furniture/trash guidelines are not followed. Residents who were provided furniture by the chapter must ensure original furniture is inside the bedroom before they move-out. If a resident removed furniture from the room, the resident assigned to the bedroom is responsible for returning it. Refer to section on *Trash*.
- **Key replacement**: \$100.00 per key
 - Residents are responsible for this charge if they cannot locate the key they received.¹⁷

¹⁵ Refer to the section on Trash for more details.

¹⁶ Refer to the sections on Trash and Furniture for more details.

¹⁷ Refer to the section on Keys for more details.

- **Lock-Out:** \$75.00 per incident (after Campus Apartments business hours)
 - After daytime business hours, residents are charged \$75.00 if they lock themselves out of their bedroom and request Campus Apts. open the door for them.
- **Damage/Repair Charge:** ranges in amount(s)
 - Campus Apartments inspects common areas regularly (before move-in, during the academic year, during breaks, and after move-out). Campus Apts. inspects & prepares bedrooms before a resident moves-in & after a resident moves-out. During the inspections, Campus Apts. documents facility/maintenance & cleaning needs, and then facilitates the repair work required. The chapter/resident will be responsible for damages, misuse of spaces and/or property, and alterations/tampering. Damage Security Deposits and/or Penn Bursar Account can be utilized to fulfill damage/repair costs and unpaid fees.¹⁸



Common Damage Charges:

- Below is a list of common damages and examples of charge amounts Campus Apartments assesses to them (amounts are from the 2018-2019 academic year, and they are subject to change).
 - Blinds replacement (bedroom): \$57.50
 - Carpet cleaning: \$51.75 - \$97.75 (can vary by size; bio-hazard clean-ups increase the costs)
 - Ceiling fan replacement: \$115.00
 - Clean-up after event (healthy/standard of living conditions): varies by scope of work
 - Door closer repair: \$55.70
 - Door jamb repair: \$86.25
 - Door replacement: \$1500.00
 - Door trim replacement: \$86.25
 - Hand dryer replacement and installation: \$739.35
 - Fire extinguisher replacement: \$172.50 (cleaning costs and life-safety-violation can follow)
 - Furniture moving/removal: \$125.00 minimum (but can vary by number of items)
 - Paint touch-up: varies in scope due to size, typically \$143.75 - 286.50, but can be higher
 - Removal of unauthorized installed item (lights, shelves, etc.): varies by size, parts, labor
 - Screen replacement (bedroom): \$40.25
 - Smoke detector replacement: \$97.75 (additional Life-Safety-Violation fines can follow)
 - Tape, Sticker, Adhesive removal: \$57.50 (can vary by size)
 - Trash removal: \$28.75/bag (items left in bedrooms, trash overflowing from bins, etc.)
 - Wallpaper removal: varies to do scope and size, typically \$343.25 - \$500.00, but can be higher
 - Window repair/replacement: \$105.00 (can vary by size)

PENNCARD ACCESS

Overview:

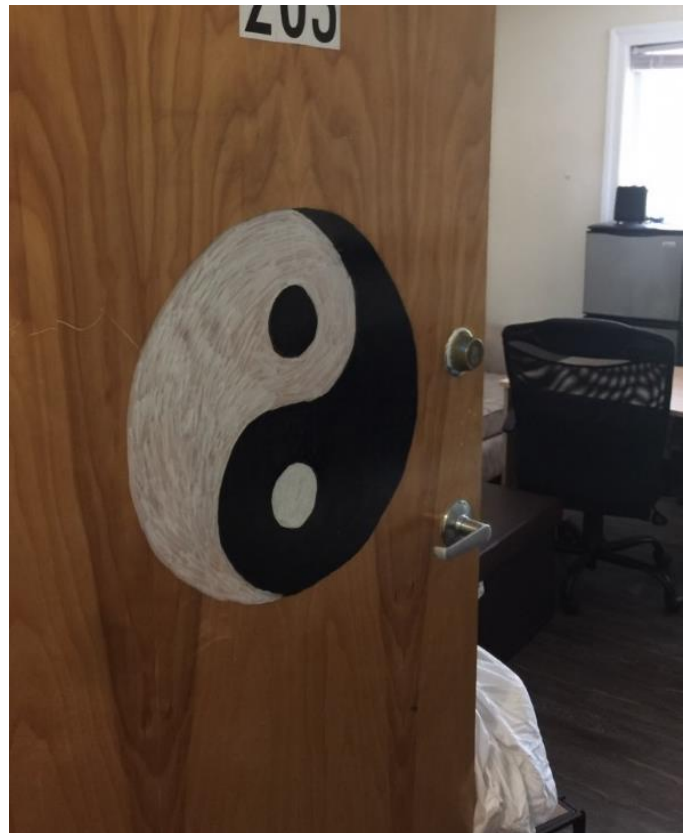
- PennCard access ends: 12:00 pm on May 14, 2025 (non-graduates) and May 20, 2025 (graduates).
- All PennCards will be deactivated by 12:00 pm on May 20, 2025. Do not prop doors.
- Chapter members who need an item from the house must facilitate removal before the home closes.
- Chapter Advisors and House Corporation members will have PennCard access turned off at 12:00 pm on May 20, 2025. Talk with the OFSL chapter advisor if there is a special request.

¹⁸ Refer to the Occupancy Agreement, specifically: Section IX.

Overview:

- Residents are responsible for damages and/or for making non-approved alterations in the room (painting the walls, installing wallpaper, removing/installing carpet, installing shelving, holes in the wall, etc.). The resident can be charged for any costs related to the damage or alteration.¹⁹
- If a resident discovers a damage/maintenance issue in the bedroom when they move-in, they must document it immediately by submitting an electronic [maintenance request](#) via the online portal.
- If a resident moves rooms without authorization from OFSL, they are responsible for costs related to damages/alterations in their assigned bedroom.
- Common areas: the chapter is not authorized to make alterations in the house without prior approval in writing. The chapter should submit a Project Request Form if they would like a project to be considered. (Some examples include drilling holes, installing lights, painting walls/murals, etc.).

The chapter installed lights in living room without authorization & not according to safety codes. They were removed at the chapter's expense.



Residents cannot paint without authorization. The resident was responsible for removal and repair costs.

¹⁹ Refer to the Occupancy Agreement and to the Fees section in this guide.

SECURITY DEPOSITS

- Security Deposits Returns are typically posted to student accounts at the end of the summer after the resident has moved-out and damages are resolved with facility partners.

FAQ from the [OFSL Finances](#) website:

Q1: What is a chapter housing security deposit?

A: A security deposit is an amount of money held for the duration of a resident's length of occupancy & can be used to reconcile bedroom damages, unpaid key charges, community area damages split among residents, and fees associated with the resident's housing (such as unpaid move-out extension fees).

Q2: What is the benefit of having a security deposit?

A: A security deposit ensures the correct person is held accountable. If a security deposit does not exist, damage amounts are sent to the chapter. In some cases, the chapter could face difficulty recouping the finances from the former resident, especially if the resident graduated or terminated their membership with the chapter.

Q3: What is the process to determine how much of the security deposit will be returned to the resident?

A: Bedrooms are inspected before a resident moves-in and after a resident moves-out. Common areas are inspected before the chapter house opens in August, during regular inspections throughout the academic year, and when all residents have moved-out in May.

Q4: When I move-in, how can I note a damage that is observed in my bedroom?

A: If a resident observes a damage condition to their assigned bedroom when they move-in, they must report the damage condition via the Campus Apartments online [work order](#) system immediately upon move-in so the condition is time-stamped, and Campus Apartments can inspect and repair as needed.

OCCUPANCY CHANGES & ROOM CHANGES/SWITCHES

- Residents cannot switch keys or bedrooms without authorization from OFSL and Chapter President/House Manager/House Corp.. Any authorization will be sent via email with instructions.
- Do not transfer or trade keys with anyone, even if you are returning to the house next year, if someone is moving into your new room, or you are moving into a room that is already occupied. All keys must be returned/picked-up and signed for with Campus Apartments.
- Approved room changes are rare, and there are periods of time after move-in and before move-out when requests are not able to be processed.

Unauthorized Room Change/Switch Violations:

- Any resident(s) who changes/switches keys/rooms without authorization is in violation of the Occupancy Agreement Terms and Conditions and subject to any fees, charges, and OSC referrals.

ACCOMMODATIONS

- The University of Pennsylvania and the Office of Fraternity & Sorority Life welcome students with disabilities and we are committed to provide the same exceptional opportunities to all students. If you would like to request housing accommodation due to a disability, please contact the Office of Disabilities Services at 215-573-9235 or their website: <https://wlrc.vpul.upenn.edu/sds/>. Please contact the Office of Fraternity & Sorority Life if you would like to request access to an event.

LIFE SAFETY EQUIPMENT

- Tampering with life safety equipment (such as smoke detectors, fire panels, propped-door alarms, extinguishers, roof access mechanisms, exit signs, etc.) is prohibited.
- The chapter/resident will be responsible for Life Safety Violation fines, conduct consequences, and educational outcomes for violating life safety procedures.
- If the chapter/resident discovers a maintenance issue with life safety equipment (smoke detector batteries need replaced, exit sign not lighting properly, propped-door malfunctioning, etc.), they must submit a work order via the online portal & – if after business hours – call the 24/7 maintenance line.
- The University Fire and Emergency Services (FES) team, as part of the Division of Public Safety, conducts regular inspections of common areas and bedrooms. Violations are reported to OFSL.

Safety Guidelines & Requirements:

- FES provides a [Resource Library of Safety Guidelines & Requirements](#), many of which are pertinent to fraternity and sorority housing, such as: Tampering with Life Safety Systems, Prohibition of Open Flames in Student Residences, OFSL Life Safety and Standards, Tents, Holiday Decorations, Outdoor Portable Fireplaces, Grilling, and more.

SOCIAL EVENTS, ALUMNI WEEKEND, AND SAFETY REMINDERS

- Social gatherings and parties are prohibited. Violating this could impact the chapter's accreditation, good standing, and future move-outs for returning/future members. Even though some residents are graduating, the chapter can still be referred to Office of Student Conduct, governing council, and (Inter)National HQ. Chapter/residents are responsible for damages/cleaning.
- Alumni Reunions and Events must follow the Alumni Event Registration process sent by OFSL.
- Entering vacant bedroom/mechanical room/roof is prohibited. Fireplace usage/candles are prohibited.
- Links to Penn's [Alcohol & Other Drugs Policy](#) and [Smoking/Tobacco-free Campus](#).
- Outside consumption of alcohol is not permitted without DPS approval

DELIVERIES AND PACKAGES

- Update your mail-forwarding address when moving out.
- Do not have items shipped to the chapter house after you move out. OFSL is not able to retrieve or secure items delivered to the chapter house.
- Utilize [Amazon@Penn](#) when possible.

MOVING SAFETY TIPS

- Label boxes/tubs with your name, chapter house, and room number.
- Keep valuables and essentials close at hand (laptops, tablets, phones, passport, etc.).
- Never leave an entrance/exit door propped, open, or unattended. This helps prevent theft and unauthorized individuals from entering a chapter house. Propped-door alarms will remain active 24/7/365.
- In the case of an emergency, such as theft or injury, contact the Division of Public Safety (DPS) at (215) 573-3333 or 511 from a campus phone. If you are unloading items or walking by campus at night, consider requesting a walking escort by calling 215-898-WALK (9255).
- Whenever you are moving items out of your bedroom, lock the door when you are not present.

EFFECTIVE May 2025 (subject to change):

Overview:

The Office of Fraternity & Sorority Life partners with the Division of Public Safety to offer special parking privileges to chapter house residents during the move-out period. Follow these established procedures to avoid any problems or possible towing of your vehicle.

- Follow all posted signs, regulations, laws, and ordinances regarding parking.
- Temporary Parking Permits must be displayed on the dashboard. Residents can print the permit. During OFSL open hours, a printed copy will be available at 3933 Walnut.
- Contact the Penn Division of Public Safety (DPS) at 215-573-3333 if you have parking-related concerns.
- **Bollards:** If you need to access an area of campus that is blocked by a bollard, call DPS to request the bollard removed. Inform them of the chapter house you reside in and that you are moving in/out.
- **Locust Walk:** vehicles are never permitted on Locust Walk. They must stop at the street intersection.
- **Tickets:** If you receive a ticket while parked in an area officially posted by the Division of Public Safety (DPS) while the proper OFSL permit is visible on your dashboard, take a picture and submit the ticket to DPS immediately at 4040 Chestnut Street to resolve the issue. There is only a short window of time DPS can have a ticket reversed by the City of Philadelphia/Philadelphia Parking Authority.
- Report suspicious activity and/or emergencies to the Division of Public Safety (DPS) at 215-573-3333.
- Residents using moving companies are responsible for organizing all arraignments. Moving company vehicles must follow parking regulations. They cannot park near residence hall entrances in peak times.
- Residents should have all belongings packed and ready to load before utilizing a parking permit to reduce time and congestion in the area.
- Report suspicious activity and/or emergencies to the Division of Public Safety (DPS) at 215-573-3333.
- To maintain loading areas and traffic movement, vehicles larger than a typical passenger van will be directed to park in an area specifically identified for large vehicles.
- Before parking a vehicle to the house, you must be packed and ready to load the car.
- Parking areas will be monitored to ensure parking privileges are not abused.
- Do not leave animals/people inside cars. Secure valuables. Lock doors/windows. Stay hydrated.
- University Police work with towing companies during move-out to ensure compliance.

Parking Instructions for Walnut, Spruce, and 39th Streets:

Permits are valid for use in specifically posted areas around the 3800 block of Walnut. Look for posted signs and follow them accordingly.

Spruce Street (from 34th – 40th) may be closed during daytime hours to non-residential traffic on primary move-out days. Residents who need to access this area might need to do so from 40th St. or 38th St. Residents need to be prepared to share where they are going if they reach a road closure point.

- Residents using Taxi or Ride-share service (Lyft & UBER) should schedule their pick-up at 39th and Spruce or 37th and Spruce; be advised that 38th and Spruce can be a busy intersection. There has been a 5-minute loading zone at these locations when Spruce Street is closed. Residents should be outside and ready to go before scheduling a pick-up.

Some meters adjacent to the College House residences will be labeled for Move-Out. Loading and unloading will be permitted at these meters. Meters will be posted with May dates and times noted on the sign. Residents moving outside of the posted time periods should follow the regular PPA street parking rules.

Alpha Chi Rho (219 S. 36th Street)

Access the house from 36th and Walnut. Parking may be available on the south side of Walnut Street.

Alpha Tau Omega (225 S. 39th Street)

Residents will be permitted to pull vehicles (ONLY ONE AT A TIME) onto the sidewalk that leads to the front door. Drive vehicle to the front sidewalk from Walnut Street onto 39th. Vehicles may not park on 39th Street at any time—it is a fire lane, and there is not enough room for other vehicles to pass. Call DPS at 215-573-3333 to put down the bollard on 39th Street between the Fels Center and Hillel. Inform the dispatcher you live in ATO.

Delta Phi, Delta Psi, and Phi Gamma Delta (3627, 3637, and 3619 Locust Walk)

Access 37th Street or 36th St. from Walnut St. Vehicles are not permitted on Locust Walk. Loading vehicles must take no longer than 45 minutes. Contact DPS at 215-573-3333 to remove bollards & inform them your house.

Kappa Sigma and Phi Delta Theta (3706 and 3700 Locust Walk)

Access 37th St. from Spruce St. Vehicles are not permitted on Locust Walk. Unloading must take no longer than 45 minutes. Contact DPS at 215-573-3333 to remove bollards & inform them your house.

Psi Upsilon (250 S. 36th Street)

Access 36th Street from Spruce and park on the SIDE OF THE HOUSE ONLY for no longer than 45-minutes. No vehicles are allowed on 36th Street in front of the Psi Upsilon House or on Locust Walk at any time.

Sigma Chi (3809 Locust Walk)

Residents will have access to the back of the chapter house. Residents will need to call DPS at 215-573-3333 to put down the bollard on 39th Street between the Fels Center and Hillel to drive around the back of Hillel to the Sigma Chi house. Inform the dispatcher you live in Sigma Chi and are moving out. NO MORE THAN TWO CARS CAN BE PRESENT AT A TIME. Members should plan to unload in 30 minutes or less. Large trucks cannot fit behind the Hillel Building; thus, they are not allowed. Do not block-in vehicles.

Zeta Beta Tau (235 S. 39th Street)

Residents are only able to park on Spruce St. Follow signs for parking meters; use an OFSL parking permit if parking meters are covered. Vehicles may not park on 39th Street at any time—it is a fire lane, and there is not enough room for other vehicles to pass. The area behind Mayer Hall is NOT designated for parking. If spaces are “open” in the small area of parking spaces directly opposite the front of ZBT on 39th Street (next to the dumpsters), residents may park there for no longer than 45 minutes. ALSO NOTE: Unless otherwise posted, parking on Spruce Street may require the use of the parking meters.

Zeta Psi (3337 Walnut Street)

Parking will be blocked off for Hill House move-out. Zeta Psi Residents can park in the same areas reserved for Hill House; try to park near the Zeta Psi house as best as possible. You must have an OFSL parking pass. Parking is limited to one hour or the vehicle can be towed.



Overview 2025-2026 (all dates are subject to change)

- August 22, 9:00 am – August 25: Staggered Move-In (chapter should for about up to 1/3 of resident population each day; chapter will be able to organize based on numbers and resident availability)
- August 26: First Day of Classes
- October 9-12: Fall Term Break
- November 27-30: Thanksgiving Break
- December 11-18: Final Examination Period
- December 18: Fall Term Ends
- 12:00 pm, December 19: Chapter Homes Closed for Winter Break
- 9:00 am, January 10: Chapter Homes Reopen for Spring Semester
- January 14: First day of Spring Term classes
- March 7-15: Spring Term Break
- May 4 – May 12: Final Examination Period
- May 12: Spring Term Ends
- May 13, 12:00 pm: Standard Move-Out (all non-graduating residents)
- May 18: Commencement
- May 19, 12:00 pm: All Homes Closed, and Graduating Residents must Move-Out

*Please note: Move-In is a time for residents to move-in and get settled into the chapter house. PennCards for non-resident chapter members are typically not activated until a week after Labor Day but only after the chapter has completed a Roster Update Clinic with OFSL.

2025-2026 Events: Chapter will receive information regarding university parameters for registered events and guests.

