

Closing House Meeting

AGENDA

- I. Welcome
- II. Closing
 - a. Move out Date: _____
 - b. Member To Do:
 - i. Removal all personal belongings from your room & common areas.
 - 1. No furniture to be left. Avoid a furniture removal fee.
 - 2. Check all drawers & closets.
 - ii. Empty all trash & food items from your room and common areas - including kitchen.
 - iii. Clean the space- lightly dust, sweep/mop/vacuum
 - 1. Do this to avoid a cleaning fee.
 - iv. Close & lock windows, blinds, & turn off lights.
 - v. Return your key(s).
 - 1. Do this to avoid a \$50.00 missing key charge.
 - vi. Complete the Check out Agreement with House Manager.
 - 1. Do this to avoid an improper check-out fee.
 - 2. Everyone does a check-out form no matter if returning to house or not.
 - c. Show/pass around the Fee Schedule.
- III. Deposits
 - a. If moving back into the house next Fall:
 - i. Deposit will roll over for next year.
 - b. If not returning to the house next Fall:
 - i. Deposits will ideally be returned within 30 days upon move out- via mailed check to address on file.
 - 1. Check if mailing address in WPN email is inaccurate & let WPN staff know if so.
 - c. Will get an email if there are damage charges & what is owed/deposit amount returned.
- IV. Misc Other
 - a. Who Still Owes Rent for the year: _____
 - b. Who Still Needs to Sign Contracts for next year: _____
 - c. Who Still Owes \$500 Deposit for next year: _____