



Villanova 2024 Intern Housing Check Out Procedure

Dear Summer Interns,

This email contains important information about the check out process. You can also find this information on our [website](#).

In order to minimize disruption while still living in your apartment and to streamline the process for you, we will not be conducting scheduled walkthroughs of apartments with Conference Service staff. Instead, every intern is required to fill out the [Departure Survey](#) on the day of check out and complete the following tasks.

- Remove all trash
- Return all furniture to its original location
- Ensure the apartment is clean and swept, including the kitchen and bathrooms
- Turn off all lights
- Leave air conditioning turned on
- Dispose of your key card, as it will be deactivated upon your departure

Our staff will inspect rooms after checkout. Any damage not previously noted by our staff before May 26th, and not report by in in the pre-arrival surveys sent on June 2nd and June 29th, will be charged to the card on file.

If you did not fill out the required, post-arrival survey, you will be charged for any damages. Please note that the survey is now closed.

All interns must be out of housing on **August 2nd by 7pm. No exceptions.**

Thank you for your cooperation.

Any questions, please call our service desk at 610-519-5554 or email conferenceservices@villanova.edu

Julia Heller
Assistant Director of Conference Reservations