Removal of Belongings
Graduate Housing Guidance | June 2020

I. Process for students without a housing license agreement for fall 2020.

This applies to:

- All residents (living on and off campus) who currently have belongings in MIT graduate housing; AND
- Who do not possess a valid on-campus housing license agreement past July 31, 2020.

Students who are interested in returning for the sole purpose of collecting their belongings may do so according to the procedures outlined below. This information is also available online under Section 1 here.

When can students return?

Students may schedule a return on or before July 31, 2020 to collect their belongings. In an effort to ensure staff are available to accommodate students’ requests, we are asking that returns be scheduled from Monday to Friday, 8:00 am to 4:00 pm. Weekend and evening pick-ups are discouraged but will be accommodated as necessary.

What is the process?

1. Complete intent form.

   - Residents are required to complete the Intent to Retrieve Belongings Form by July 10, 2020.

2. Schedule pick-up.

   - Students must coordinate with their House Operations Manager for their residence hall to schedule a day/time for their return.
     - House Operations Managers keep track of those residents and the dates they intend to return. Tracking move-outs will limit a large number of residents moving on the same day. Assignments Associates created an additional column in the Security tracker “Requested date to return to remove items”.
     - House Operations Managers will confirm the residents’ dates of return to retrieve items.
   - To help make tracking these requests easier, students are encouraged to use the following email subject line when writing to their House Operations Manager: Student Last Name, First Name / Building and Room Number
Students are allowed to have assistance with moving, including professional services such as Piece by Piece Movers (guide). Any persons who are assisting with the move will be required to check-in at the front desk upon arrival and follow the expectations outlined below.

3. **Being a good neighbor.**

Where applicable, students will be expected to coordinate move logistics with any roommates remaining in the apartment, and to provide ample notification.

4. **Observing community expectations upon arrival.**

   - Students will be required to present their MIT ID and may only enter the building to remove belongings.
   - The front desk will issue a lockout key to be used only for the time needed to remove all belongings. Please note that if the key is not returned, a lock replacement fee will be applied to the resident's student account.
   - Students and guests must wear a face covering, as well as practice physical distancing and hand hygiene, and adhere to graduate housing policies, at all times while in the residence hall.
   - Students and guests may not stay in the room or building overnight.

**What if students cannot return by July 31, 2020?**

   - If residents are unable to move by July 31, 2020, they are required to seek services available through professional movers such as Piece by Piece Movers (guide) to pack and store/ship items.
      - Students are responsible for coordinating with their House Operations Manager and the professional movers to confirm a move-out date.
      - All persons who are assisting with the move will be required to check-in at the front desk upon arrival and follow the community expectations outlined above.
   - Students who no longer want their belongings may notify their House Operations Manager to discuss donation or disposal options.

**What if students cannot remove all items within one day?**

   - If a resident is unable to remove all belongings in one day, they must return the lockout key at the front desk and confirm a subsequent date with the House Operations Manager to return and remove all remaining items. **All items must be removed by July 31, 2020.**
   - Residents who are requesting additional time to remove their belongings and would like to temporarily stay in their on-campus apartment overnight are requested to contact Stephen Charles via email at src@mit.edu to request approval. **Students should allow at least 72 hours for their request to be reviewed.**
      - Students who are seeking to stay overnight should not make plans to return to campus until their temporary stay has been approved.
Residents must sign a temporary access agreement to remain in their apartments overnight while moving out. Residents will be billed for their overnight stay (prorated rate based upon monthly housing cost).

If it is July 31, 2020 and the resident is unable to remove all belongings, Assignments Staff will follow-up with the House Operations Manager to confirm the condition of room in the Security Tracker; full, empty.

What happens to belongings after July 31, 2020?

HRS will initiate the process of removing any remaining items on August 1, 2020.
- Where applicable, roommates will be notified.
  - Roommate will receive the date of the move and the expectations of having items labeled in communal living areas.
  - If roommate is unavailable during day of the move, Piece by Piece Movers will schedule a video call to confirm their personal items are not removed.
- Anything left behind will be packed and temporarily stored for 30 days before being disposed of.

II. Information for students with a housing license agreement for fall 2020.

This applies to:

- Students who possess a housing assignment for Fall 2020; AND
- Will not be returning for fall 2020 (belongings currently in their room)

For all residents transferring to the Graduate Tower at Site 4 (including Eastgate residents):

- These residents are permitted to keep their belongings in their current housing assignment until the Graduate Tower at Site 4 is ready for occupancy.
- Rent will begin on students’ scheduled move-in dates to Graduate Tower at Site 4.

For residents of other graduate residences:

- Residents who plan to be away from campus for the fall must remove their belongings by July 31, 2020.
- Students will be required to follow the process outlined above in Section I to remove items (including scheduling a pick-up time, or working with a private moving company such as Piece by Piece Movers - guide).
- While spring 2021 on-campus graduate housing is not guaranteed, Housing & Residential Services (HRS) will prioritize these residents in the spring housing allocation process.

Fall Housing Cancellations & Terminations
Academic departments have established deadlines ranging between July 15-31, 2020 for incoming graduate students to indicate whether they will attend or defer their program for the fall 2020.

- Current and incoming graduate residents will have until Friday, August 14, 2020 to decide if they will live on campus or cancel their 2020-2021 housing assignment.
- 2020-2021 rent responsibility will begin on students’ move-in date or September 1, 2020, whichever occurs earlier.
- Housing termination fees for the months of September and October 2020 will be waived.

### III. Financial hardship.

Students who are experiencing a significant financial hardship due to the costs associated with moving their belongings off campus are encouraged to review the graduate student financial resources that are available.