**Sample Annual Timeline**

**Adapt for your campus**

**December 1** – Distribute leases for new tenants for upcoming year

**May 1** – Signed leases and security deposits due

 First Semester Occupancy List due to HQ

**August 1**- First Semester Rent Due

**August 15** - House Cleaning prior to move in and utility check list.

**Move in** *as per chapter have representative present to assist with key distribution and check room condition; return room condition report to house manager or house director within 3 days. Move in should generally be during the weekend prior to start of school.*

**December 1** – Second Semester rent due

 Second semester occupancy list due to HQ

**Mid December** – Winter Break Closing (Lock up appropriately and enjoy!)

**Spring Break** – (Lock up appropriately and have fun!)

**End of Year Move out** – Check people out, inspect rooms, collect keys.

*Arrange summer utilities*

*Assess security deposits and return or collect differences*