

January 11, 2021

Dear {FirstName},

As hope you have enjoyed your time staying on the Clairmont campus over winter break. As we approach the end of the winter break period, we want to remind you about your move-out and transition back to your spring semester assignment on **Tuesday January 19, 2021**.

As a reminder, all winter break residents whose regular semester assignment is not on the Clairmont campus are required to transition back to their regular residence hall on **Tuesday January 19, 2021** so that we may prepare apartments for new spring residents moving into Clairmont later in the week.

Moving Assistance

Housing Operations can provide moving assistance on **Tuesday January 19, 2021** between 8am - 2pm. Movers will load and transport your packed items from your current assignment to your spring semester assignment. They will not pack your belongings for you.

To sign up for moving assistance please visit this link [here](#) The deadline to sign up for moving assistance is Thursday January 14, 2021.

Check In

Pick up your key for your spring semester assignment at the Raoul Service Center, located on the ground floor of Raoul Hall on Tuesday January 19th from 9am - 5pm.

Check Out

Below is a list of tasks you are required to complete before your move out of Clairmont Campus.

- Remove perishables, empty trash, and close and lock all doors and windows.
- Return the key for your current assignment utilizing an Express Check Out process at the Clairmont Service Center, located on the plaza level of Clairmont Tower. You may return your key in the Express Check Out Bin located outside the office door.
- If you signed out linens for use at Clairmont over winter break, a colored trash bag will be provided to you and left outside your apartment door between Friday 1/15 - Monday 1/18. Please place your linens in the bag and bring it with you to check out at the Clairmont Service Center.

If you have any other questions please don't hesitate to reach out to our office at housing@emory.edu or 404-727-8830.

We look forward to welcoming you back for the spring 2021 semester.

Sincerely,

Housing Operations