

## Final House Manager Spring/Summer Deadlines and Check-Out Checklist

House Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_/\_\_\_\_\_

House Staying open for Summer? \_\_\_\_ Yes \_\_\_\_ No

If Yes, Summer HM Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Summer HMs

- Summer budget sheet to DSA by Spring **Finals Week**.
- Summer room assignments to DSA by Spring **Finals Week**.

### Spring HMs

- All houses must designate a Fall Treasurer and email.

Fall Treasurer Name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

- Treasurer Reports for end of March due **April 20**. **NOTE:** April Treasurer Reports will be completed by Summer/Fall HM & Treasurer.
- Updated Constitutions emailed to DSA by Spring **Finals Week**.
- Every **closed house** must designate an individual who is staying at SSF over the summer to obtain the House Mail & forward it accordingly. Any summer cable & internet bills should either be cancelled **or** reduced & set-up for Automatic Bill Pay. **If your house is closed, the office WILL NOT monitor your bills or House mail.**

Summer Secretary Name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

- Spring **Finals Week**, **ALL** house signature cards at the bank must be changed to add new Summer & Fall HMs.
- For Residents Withdrawing: All **Deposit Clearance Memos & Resident Check-out Forms** returned to DSA during **HM Check-Out**.
- All closed House Treasurer binders (for the current school year ONLY), checkbooks & receipt books, need to be fully updated & dropped off at the Office immediately after **HM Check-Out**. **Please note, all other House Financial folders or binders should be properly organized, labeled, & securely stored on the top shelf in the HM Closet.**

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In order to be considered “complete” & checked out for the Spring semester, each **Spring HM** must ensure that all of the following has been done.

**Please initial next to each item once it is completed & give completed form to the DSA when checking out.**

\_\_\_\_\_ I have **fully completed** all my Deposit Clearance Memos & Resident Check-Out forms (**no blank spots**).

\_\_\_\_\_ I have organized & returned all tax exempt cards & guest parking passes for my house.

\_\_\_\_\_ My house has completed the cleaning checklist. (**It should be attached to this form.**)

\_\_\_\_\_ I have provided all of my residents’ FAFSA Confirmation pages. (**Please place in an envelope & make sure each page is clearly labeled with the resident’s name**)

### **To be completed by Closed Houses only:**

\_\_\_\_\_ I have provided my House’s Treasurer & HM binders, USB drives, & check register to the DSA. All sections are completed, organized, and up-to-date. **I have verified there are no blank/empty sections.**

\_\_\_\_\_ I have left 1 pre-signed House check with the DSA for April utilities.

\_\_\_\_\_ My house has paid the phone bill forward and either put the cable on “vacation” or paid it forward.

\_\_\_\_\_ I have placed back on the resident keys in the resident lockbox accordingly. **There are NO missing keys.**

\_\_\_\_\_  
HM Signature

\_\_\_\_\_  
Date