

TEACHERS COLLEGE (517 W. 121ST STREET) – MOVE OUT PROCEDURES

Teachers College (TC) has specific requirements for move-outs that must be observed to guarantee a successful move.

Moving Out:

- No appointment is needed, and you do not need to be present.
- Obtain an express envelope from the box outside the Office of Residential Services on Whittier 1st floor.
- Fill out the information on the envelope, leave your keys inside and drop the envelope in the express box in that same location.
- **DO NOT give it to a friend, neighbor, Public Safety Officer, or any Community Assistant.**
- An Office of Residential Services staff member will check your room after you have left. You will not need to be present for the checkout.

You will be charged fees upon vacating if:

- You have ANY items (trash bags, cleaning products, suitcases, etc.) left in the unit that cannot be immediately removed in one trip on the way out.
- You move your items into the hallway to clear your unit of belongings and trash.
- You leave behind trash, food, personal items, air conditioners, furniture that does not belong to TC in your unit or in common areas.
- There are damages to the unit that were not present when you moved in.

Mail Forwarding Information:

Please follow the steps below regarding mail forwarding in New Residence Hall:

Step 1: Change your address with all banks, business, amazon, magazine subscriptions, etc., before moving out

Step 2: You are able to add a mail forwarding address with Residential Services until you check out. You can edit your mail forwarding address (including the start date for forwarding) up until the forwarding begins by following the instructions below:

- 1) Visit the new portal by [clicking here](#), and login with your UNI
- 2) Click on the menu on the top left, and click on your name
- 3) If you are able to add or edit your mail forwarding address, you will see a Mail Forwarding section. Click the link in that section.
- 4) On the address page, make any edits and hit save.

Only USPS First Class domestic mail/packages will be forwarded for up to 1 month after your departure.

In addition to the requirement listed above all students must also follow all Columbia Residential's [Move-out Guidelines](#)