10-Steps to a Successful
Chapter House Move-In

**Standard Move-In:** 9:00 am, Friday, August 27 – 30, 2021
**Approved Early Move-In:** 9:00 am, August 25 – 26, 2021

- **Step 1**
  - Read and review the Chapter House Move-In Procedures & Living Guide.

- **Step 2**
  - Communicate your arrival time to the House Manager and President. Do not enter the house before your approved move-in date (subject to $500.00+ fine and Student Conduct referral).

- **Step 3**
  - Review list of items Prohibited at the chapter house (pg. 28). Do not bring them.

- **Step 4**
  - Plan your furniture needs and confirm with chapter leadership/Alumni House Corp. what items the chapter provides. The University does not provide bedroom furniture. Review Furniture section.

- **Step 5**
  - Arrive to Philadelphia. If using a vehicle, bring a printed 1-hour parking pass or pick one up from OFSL at 3933 Walnut (M-F, 9a-5p). Review Parking section of the guide.

- **Step 6**
  - Sign-out assigned bedroom key at your designated location (emailed to you).

- **Step 7**
  - Ensure your bedroom key works properly. Follow instructions in the guide if you experience issues.

- **Step 8**
  - Move into your room. Do not remove chapter-owned, standardized furniture if provided to you.

- **Step 9**
  - Inspect the condition of the room and enter electronic maintenance requests to Campus Apartments for all damages.

- **Step 10**
  - Discard all trash and unwanted items in outside trash bins. All hallways, stairs, and means of egress must remain clear of items. Follow Trash section of guide.