10-Steps to a Successful Chapter House Move-In

**Standard Move-In:** 9:00 am, Friday, August 26 – 29, 2022

**Approved Early Move-In:** 9:00 am, August 24 – 25, 2022

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

- **Step 2**
  Submit your move-in arrival time and communicate to 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/Banned at the chapter house (pg. 28 of guide). 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 and follow parking signs.

- **Step 6**
  Sign-out assigned bedroom key at your designated location.

- **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 submit 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. Submit work order for items unsafe to move.