



## Office of Residence Life Move-Out Proxy Form

Student Name: \_\_\_\_\_

Hall: \_\_\_\_\_ Room #: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I am unable to participate in the 2020 move-out process in person because:

(Please note reason) \_\_\_\_\_

\_\_\_\_\_

I would like the following person to move out my belongings on my behalf:

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

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

I understand the following:

1. Proxy will need to abide by all move-out procedures.
2. My move-out date and time has been specifically selected for me. My proxy needs to arrive at the scheduled move-out time and will have 90 minutes to move all of my belongings out of the hall. My proxy may not be able to move out my belongings if he/she arrives late.
3. Proxy may be turned away if he/she does not pass the health screening to include temperature and symptom check.
4. All items and trash in the room must be removed. Any items remaining will be discarded.
5. My proxy will be signing off on my Room Condition Card on my, and possibly my parent/guardian's, behalf. Note: Room Condition Cards are used when determining end-of-year room damage. Damages will be assessed over the summer.
6. Items belonging to IMSA must be returned on move-out day. Items may include, but are not limited to, text books, athletic uniforms, IMSA computer. Proxy will put any items into a pre-labeled box with my name on it that will be in my room, and return the box to the "returns" tent.
7. IMSA is not responsible for loss or damage of personal items nor personal injury during the move-out process.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form needs to be submitted to Dana Ginnett (dginnett@imsa.edu) by May 18, 2020 at 4pm.