

## Mandated Relocation Checklist

Your sanction requires you to relocate to a different residence hall and check out of your old assignment by the date stated in your decision letter.

Please complete the following tasks pertaining to your relocation:

\_\_\_\_\_ Contact Residence Life to receive new assignment:

- You will need to contact the Residence Life Supervisor, Adam Waddell by calling 901-678-2295 or by stopping by the office located in Centennial Place, Suite 175.

\_\_\_\_\_ Contact the Residence Life Coordinator of the **new building** to set up check-in time:

- You will need to fill out a new resident information sheet and room inventory then receive your key.

\_\_\_\_\_ Schedule check out time with Residence Life Coordinator of your **old assignment**:

- All of your belongings should be out of your old assignment when your check out time arrives.
- Please make sure your space is clean to avoid charges.
- Failure to properly check out of your old assignment could result in additional charges.