

April 27, 2009

Dear BGSU Student:

If you are a student living off-campus in Bowling Green, please continue reading the message below.

As you wrap-up your semester and possibly prepare to move-out of your house or apartment and leave BG for the summer break, please consider the helpful tips and reminders listed below.

Planning a graduation party? – Remember the City Ordinances.

Large Trash Items – City Pick-up begins May 11th

Forward your mail!

Checking-Out? Know your rights and responsibilities!

Other “House” Cleaning Items

- **Planning a graduation party? – Remember the City Ordinances.**
 - o The City of Bowling Green has a [Nuisance Party Ordinance](#) of which you should be familiar. As a host of a party, you can be cited with a violation if the event falls into the category of a “Nuisance Party”.
 - o Student Legal Services at BGSU also has [helpful information](#) about rights and responsibilities about hosting a party at your house or apartment.

- **Large Trash Items – City Pick-up begins May 11th**
 - o Furniture & mattresses. If you have furniture that is in decent condition, consider donating it to Goodwill. Otherwise, the City of Bowling Green will begin “Heavy Item Pickup” on May 11th. Please read the information [online](#) to know what will and will not be handled by the refuse trucks. (**If you cannot get it removed in time, please call 354-6227 to arrange a pick-up. *A fee may be charged.*)

- **Forward your mail!**
 - o Notify the post-office to forward your **mail**. This can be done easily [on-line](#).

- **Checking-Out? Know your rights and responsibilities!**
 - o Security Deposit. To improve your chances are receiving any amount of your deposit, follow the tips below:
 1. Move out on-time!
 2. Clean and repair the property to its condition upon you moving in.
 3. Take pictures or video of the property for evidence of its condition.
 4. Provide the landlord with written notice of where to send the deposit.
 5. Know that the landlord has 30 days to return the deposit or itemize the list of deductions from your full amount.
 6. Seek assistance with Student Legal Services if you have questions.
 - o Review your checklist. Go back to the check-list you used when you moved-in. Be sure everything is in good condition!

- **Other “House” Cleaning**

- Remove perishable food from your refrigerator and cabinets.
- If you have large furniture to throw-away, check details related to [Heavy Item Pick-up](#) from the City of BG. Pickup begins the week of May 11th. (**If you cannot get it removed in time, please call 354-6227 to arrange a pick-up. *A fee may be charged.*)
- Move garbage containers away from the curb after it has been picked-up.
- Check your yard for trash and/or other litter, and remove before leaving.

Enjoy your summer!



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