



Residence Life Move-In Guide

Welcome to The Summit
Apartments for the
2023-2024 Academic Year!





WELCOME TO THE SUMMIT!

In order to best assist you in your preparations to move in, we have created this guide with essential information to know, as well as some great tips for what you may need! If you have any questions or concerns, please feel free to contact us at housing@qc.cuny.edu. Let's make it your new home away from home!

INFORMATION ABOUT YOUR NEW HOME

ROOM LAYOUTS

We have two typical style apartments, which would be our 2 Bedroom Shared Doubles or our 4 Bedroom Shared Singles. Dimensions can be found in FAQ on our website below. Please note that these are only average dimensions and that room sizes will vary from suite to suite.

<https://www.qc.cuny.edu/sa/faq/>



2 BR/2 BA Double-Occupancy Apartment



4 BR/2 BA Single-Occupancy Apartment

COMMON AREAS

All apartments at The Summit have vinyl plank flooring equipped with a kitchen, including a full-size refrigerator and freezer, a microwave, stovetop burners, a sink, and plenty of cabinet space. Your living room will have a sofa, side chair, end table, TV stand, dining table, and 4 chairs.

All bedrooms have a bed, a desk, a desk chair, and a chest of drawers. All bathrooms have a bathtub shower, toilet, and sink with a mirror above, and every apartment has two bathrooms. Please note that the shower has a rod, but hooks and a shower curtain are not provided. Please read further for our move-in items "Check-list" below for essentials.



DECORATING YOUR ROOM

We encourage you to decorate your room to reflect your personality and style and make it your own! Please use command hooks and/or fun-tack or painter's tape instead of nails or tacks for hanging items on the walls. No Strip/Tape LED Lights allowed. Please note that hanging or mounting anything on the walls is prohibited – we charge for damage to walls, including holes and chipped paint.

MAIL & PACKAGE DELIVERY

This year residents will receive an assigned mailbox upon request. Any mail will be placed in their designated mailbox or logged in as a package if they did not request a mailbox. For any package that does not fit in the assigned mailbox, you will receive a package notification to the email you provided when applying. It is imperative to use the address below to ensure proper delivery. USPS, FedEx, UPS, DHL, and Airborne Express deliver daily to the campus. Our mailing address is listed below, and the delivery address should be as follows:

(Resident Name)

The Summit Apartments (Room #) or (Mailbox #)

6480 Kissena Blvd, Flushing, NY 11367

If you plan to ship your belongings, please arrange for delivery **AFTER August 22nd**. Due to limited space in our office, we can only hold large packages after the official move-in day, so please plan accordingly.

Your package must be picked up during our office hours or late-night hours within 2 weeks. You must be sure to have mail delivered to the name you have listed for The Summit Apartments, as it can be sent back if the recipient's name is not recognized.

Questions about mail? Please contact housing@qc.cuny.edu

CHECKING-IN & KEY

Upon arriving for move-in, you will receive the following:

- A key to your suite/bedroom (one key will open your apartment front door & your room door)
- A Room Condition Report (RCR) must be completed and signed when you move in. You must check the room as you move in and note any issues or concerns with the furnishings. This form will be used at checkout to assess if any damage has occurred – and to charge you for those damages that may have occurred during the year. So, this is a very important document!



ROOMMATE SELECTION

By now, you should have coordinated your roommates through our online matching platform, www.pleasedontsnore.com. Once you have selected your roommates, you will have been placed with them in the room type you requested and assigned. Students who applied late were most likely placed into available spaces as the matching program ended on August 1st.

ROOM ASSIGNMENTS, ROOM CHANGES, AND SUITEMATES

Please note that we are unable to make changes to your room or building assignment. A room transfer freeze period is in effect from the time your initial assignment is made until two weeks into the fall semester. This room change freeze allows us ample time to locate all available spaces.

Beginning on **Tuesday, September 7th**, you may submit your request for a room change. In some cases, suitemate information and assignments may change due to unforeseen needs for relocation. Should this occur, we will make every attempt to contact you as soon as we are aware of a change.

CONTACTING YOUR SUITEMATES FOR THE FIRST TIME

Meeting and living with your new suitemates is an exciting experience that can enhance your time at Queens College! We encourage you to contact your new suitemates as soon as you receive the notification. The two main things that you want to do in this initial communication are to introduce yourself and provide some information about yourself.

This is also the time to exchange telephone numbers, e-mail addresses, etc., so you can discuss and coordinate with your suitemates what items each of you plans to bring. It is natural to feel a little apprehensive about speaking with new suitemates for the first time.

You will find that it is easier if you can be upbeat, positive, and respectful of their right to their opinions and expect some differences. The most important goal of the conversation should be to establish good communication between your suitemates and yourself so that you have a base to build upon when the move-in day arrives.



PARKING PERMITS

You will receive a Parking Request Form via email. Guest passes are available upon request at the Main Gate. You must know your license plate number. The prices for student permits are as follows:

Summit Resident Parking Options & Prices:

Surface Lot (Field 5): \$385.00

**Summit Underground: \$440.00 plus a \$25.00
refundable deposit for the parking garage access card**

HOUSING PAYMENTS

Queens College Students: All payments for Housing will be handled through the Bursar's Office in Jefferson Hall. The Summit Apartments staff does not accept payments; the charges are on your CUNYfirst account. Payment Plans must be coordinated through the Bursar's Office.

Non-Queens College Students: Please stop by the Housing Office in the lobby to submit your payment or work out a payment plan.

INSURANCE

The University does not provide insurance for you or your property. You are encouraged to check your family homeowners' and health insurance policies or to carry your own insurance. Two insurance companies that specialize in providing renters insurance for college students who live away from home are listed below.

National Student Services Incorporated:

<http://www.nssinc.com>

CSI Insurance Agency Incorporated:

<http://www.collegestudentinsurance.com>

PACKING FOR MOVE-IN DAY

Remember, don't try to bring everything you own; if you forget something, you can always get it later. We have a limited number of carts, so it is better to pack several moderate-sized boxes that can be handled by one person rather than a few large boxes. Please note that there is no space for storage of boxes, suitcases, or trunks. If you plan to have any of your items mailed or sent via parcel post, please plan for an arrival date **after August 22nd**.



PREPARING FOR MOVE-IN

In order to determine the day and time you can move-in, you must complete the Survey Monkey link, which will request the day and time you are available to Move-In. Please note that each resident will individually have to select their move-in day and time. This is to ensure that the move-in process runs as smoothly as possible for every resident and their families! If you haven't done so already, please visit the link below to schedule your day and time to move-in! You must select a day and time to move in.

<https://www.surveymonkey.com/r/LL729QP>

CHECK-LIST

- Pillow, bed linens, blankets, etc. (Mattresses are extra-long – 36" x 80")
- Towels, washcloths, Bath/Toiletry Supplies (toilet paper, shower supplies, etc.)
- Desk Lamp (NOT halogen)
- Laundry Basket/Laundry Supplies
- Surge protectors/Power Strips (No extension cords)
- Hangers for Clothes
- Cleaning Supplies for Living Room, Kitchen, and Bathroom (broom, dustpan, etc.)
- Alarm Clock
- First Aid Kit
- Umbrella, tools/clothing for inclement weather (rain, snow, etc.)

ADDITIONAL ITEMS TO CONSIDER

- Laptop/Desktop Computer with Wi-Fi ability
- Television or other streaming/gaming devices
- Iron and Ironing Board
- Bicycle with a lock
- Sewing kit, safety pins, etc.
- Dry-erase board/calendar
- Over the door mirror
- Small Area Rug



THINGS TO LEAVE AT HOME (PROHIBITED ITEMS TO HAVE INSIDE YOUR ROOM)

- Pets (except for fish in tanks no larger than 10 gallons)
- Halogen lamps (lava lamps)
- Amplified equipment
- Weapons (any type of knives, weapons, bow & arrow, firearms, taser, etc.)
- Fireworks, candles (no open flames), incense
- Alcohol, chemicals, or illegal substances
- Hot plates and other items with open elements
- Alcohol & Drug Paraphernalia (funnels, hookahs, glass pipes, etc.)
- Wireless access points, routers, and hubs
- Extension Cords
- Hoverboards, Electric bike, or scooter (cannot be stored in the apartment due to hazards)
- LED Strip/Sticker Lights (LED Lights that stick/glue directly to the wall)

Please keep in mind that during the year, our office staff will conduct Health & Safety Inspections twice a semester to ensure rooms are being upkeep and all policies and regulations are being met. If any prohibited item is seen in your apartment and/or room, it can be confiscated, and/or further action will be taken by The Summit Office.

POLICIES AND PROCEDURES

The University Housing Guidebook outlines residential policies and expectations within your community. The Guidebook is available online and can be found on our website <https://www.qc.cuny.edu/housing/>; click on EXPLORE, then find RESIDENT HANDBOOK under the CURRENT RESIDENTS heading. Please be sure to review this information, as you will be held responsible for the information contained within this document. You will be expected to attend a Floor/Hall meeting with the other residents in your community soon after arrival. Floor Meetings are mandatory and will be during the evening of Move-In day or soon thereafter. The purpose of this meeting is to aid you in getting to know those living around you, meet your RA, and get a basic introduction to Campus Housing and its policies and procedures. It is also an opportunity to ask the staff any questions you may have and arrange agreements between roommates and suitemates.



CONTACT US

WE ARE HERE FOR YOU!

Any questions or concerns? Feel free to check our website for more information or FAQ or reach out to us directly, and we'd be happy to help as we can!

Mailing Address:	The Summit Apartments Housing Office 64-80 Kissena Blvd, Flushing, NY 11367
Phone Number:	(718)-997-4881
Fax Number:	(718)-997-4882
Follow Us on Social Media!	Facebook: Summit QC Instagram: Summit_QueensCollege

Email Us or Visit our website:

housing@qc.cuny.edu

<https://www.qc.cuny.edu/housing/>

Office Hours:

Monday – Friday
9 am – 5 pm (Office Staff)
8 pm – 11 pm (RA Staff)

Saturday – Sunday
8 pm – 11 pm (RA Staff)