**STUDENT LEGAL SERVICES**

**MOVIN’ ON OUT**

By Amanda Elkins, Assistant Director, Attorney

With summer fast approaching, now is a great time to plan for move-out day from your rental unit. While your lease is the ultimate authority on move-out procedure, these helpful tips should ease the process and help you get your security deposit back.

1. Tell your landlord you are leaving! Check your lease for the notice requirements – when, how, etc.
2. Clean! Many landlords provide tips on cleaning, including those easy to forget places like ceiling fans and air vents. There’s also a list on our website with our move-out checklist. Ask your friends and family to help. Your goal should be to put your apartment back in the condition you found it in, less ordinary wear and tear.
3. Complete a move-out checklist! You filled out a move-in checklist back in August, right? Either way, you need to document the condition of the unit when you leave. Keep a copy for yourself and give one your landlord.
4. Take pictures or video! Be prepared to challenge potential deductions from your deposit by taking pictures or video of how great of a condition you left the unit in. Pictures and video are key in small claims cases over security deposits.
5. Ask for a walk-through! If your landlord doesn’t provide a walk-through, ask for one and make sure you’re there.
6. Leave a forwarding address! You need to provide an address so your landlord can return your security deposit. It can be your new address, a friend’s address, your parents’ address, etc.
7. Return your keys! You don’t want to get charged to replace them.
8. Hold your landlord accountable! Provided you gave a forwarding address, the landlord must return your deposit and/or a list of deductions within 30 days of the end of the lease. If they don’t, you’re entitled to the full amount. If your landlord doesn’t respond or if you don’t agree with the deductions, don’t give up! Negotiation and small claims are viable options for students so inclined. SLS attorneys provide free legal advice and low-cost representation, so contact us if you need us!

**SUMMER EMPLOYMENT TIPS!**

By Christopher Malloy, Director, Senior Attorney

Whether it is your dream internship, or a minimum wage grind just to pay the bills, summer employment is an important and often overlooked part of college life. Unfortunately there are potential pitfalls in summer employment, but there are also ways you can protect yourself from risks. Here are a few tips.

- Get it in writing. The terms of your employment-how much you are going to get paid, your hours, work policies, potential discipline-should all be in writing. If it isn’t written down, you will have a hard time enforcing it if your employer doesn’t follow through.
- Unfortunately, harassment happens. Harassment is usually defined as any repeated or continuing un-consented contact that serves no useful purpose beyond creating alarm, annoyance, or
emotional distress. If someone is behaving this way to you, you should both ask them to stop, and then document all of the behavior in writing. Keeping accurate records of every time something happens will protect your rights.

- Check your social media settings, and make sure only things that you want to be public are public. Not only is it crucial to protect your privacy, you can avoid making the wrong impression with people you interact with over the summer.

- Don’t post about your job on social media unless that is one of your job duties. It is easy to cross a line that your employer would prefer you didn’t, or worse.

- No matter what your job is, take it seriously. You may need the references going forward, and summer jobs can be a great way of networking to open doors to employment after graduation.

- If you are working an hourly job, check your pay stub closely to be sure your employer isn’t shorting you. There are many rules an employer must follow, so check the Department of Labor’s fact sheet to be sure your employer isn’t breaking any rules: https://www.dol.gov/whd/overtime/fs17g_salary.htm If they are, you can file a complaint!

**RAPID FIRE WITH KATIE!**
(SLS Outreach Coordinator)

What’s your favorite movie? Transformers
If you could sing a duet with anyone, who would it be? Joe Jonas
If you had one superpower what would it be? Reading Minds
What is your favorite board game? Sorry
What is the best piece of advice you’ve received: Only be mad for 24 hours
If you could be from any other decade or era, what would it be? The 50s
Who would play you in the movie of your life? Shailene Woodley
Favorite U.S City? Portland
What is your favorite part of working at Student Legal Services? The people
What is one of your weird quirks? Gets bouncy when talking
Who is your favorite cartoon character? Christoff from Frozen

**RAPID FIRE WITH TONY!**
(SLS Outreach Coordinator)

What’s your favorite movie? The Godfather
If you could sing a duet with anyone, who would it be? My best friend Tony
If you had one superpower what would it be? Teleportation
What is your favorite board game? Boardgames=Barf
What is the best piece of advice you’ve received: It’s people who put up with the bullshit that make it.
If you could be from any other decade or era, what would it be? The 50s
Who would play you in the movie of your life? Charlie Cox
Favorite U.S City? Chicago
Fill in the blank: Taylor Swift is overrated
What is your favorite part of working at Student Legal? The people
Who is your favorite cartoon character? Jimmy Neutron

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is an on campus office designed to help currently enrolled students with legal needs. SLS offers FREE legal advice and LOW COST representation on a number of scenarios including:

- Landlord/Tenant
- Small Claims
- Criminal Law
- Immigration
- Divorce
- AND MORE!

*To set up an appointment to speak with one of the SLS lawyers, you can:*
1. Submit a request on our website: https://legal.studentlife.uiowa.edu/  
2. Stop into G115 IMU or  
3. Call our office at 319.335.3276!

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*SLS will not be able to assist in scenarios where conflict of interest is present*