Area Listservs
Each listserv provides information related to neighborhood events and crime in the area. As an off-campus resident we recommend that you subscribe to your community’s listserv and monitor information around you. This helps you remain connected to your neighborhood and the issues in your community.

Partners Against Crime (PAC2)
This is a listserv organized by Durham Police Department District 2 (includes Trinity Park, Trinity Heights, Walltown, Old West Durham, Watts-Hillandale).

To subscribe go to: http://www.pac2durham.com/

Neighborhood Association Listservs
Burch Ave:
Contact the current Burch Avenue Neighborhood Association (BANA) President Annie Butzen at aybutzen@gmail.com and ask to be added to the BANA listserv.

Duke Park
http://www.rtpnet.org/dukepark/listserv.html

Old West Durham:
http://www.owdna.org/listserv.htm

Trinity Heights:
http://www.thna.org/

Trinity Park
(neighborhood association and crime lists)
http://www.trinitypark.org/listserves.php

Walltown:
To join the Walltown listserve please send a blank email to: walltown-subscribe@yahoogroups.com

Watts-Hillandale:
http://www.rtpnet.org/mailman/listinfo/whhna-list

Useful Phone Numbers
All Emergencies 911
All Non-Emergencies 919.560.4600
Duke University Police 919.684.2444
Durham One Call 919.560.1200
Information and services offered by the City of Durham, 7 am to 6 pm weekdays, answering service for calls after hours and on weekends.

Duke SAFERides 919.684.SAFE (7233)
Charlene’s Safe Ride 919.309.7233
Duke Sexual Assault Support Services 919.684.3897
Duke Student Health 919.681.WELL (9355)
Counseling and Psychological Services 919.660.1000

Dates to remember
May 8-10 Commencement Weekend
May 13 Summer Session I classes begin
May 15 Summer Session I drop/add ends
June 29 Summer Session II classes begin
July 1 Summer Session II drop/add ends
August 24 Fall Semester classes begin
I’m moving out – what do I need to do?

Give Written Notice
Write a letter to your landlord specifying tenants who will vacate the premises. If some of your roommates want to remain in the rental beyond the lease term, they should check that it is available and sign a new lease, or negotiate an extension with the landlord.

A sample letter for giving notice is available on the Duke Community Housing web site, http://cho.duhs.duke.edu/sample_letters.php

Provide a Forwarding Address
If you want to get your security deposit back, provide your landlord with a forwarding address. Landlords have 30 days after termination of tenancy to return your security deposit. A sample forwarding address letter is available on the Duke Community Housing web site, http://cho.duhs.duke.edu/sample_letters.php

Clean Up
Hopefully when you moved into your rental, it was clean. Now that you are moving out, you need to get it back to the same condition. Don’t leave anything behind that was not there to start (unless you have made special arrangements with your landlord).

- Move out all personal belongings/furnishings including clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies, and any other personal items.
- Take out the trash – this means to your rollout trashcan or the dumpster, not the front porch, outside your door, or the complex breezeway. If you need to dispose of bulky items (furniture, appliances), contact your property manager if you have dumpster service or Durham One Call, 919-560-5600, if you have rollout trashcan service.
- Clean the rental thoroughly - this includes appliances, fixtures, and floors. Do a thorough job cleaning in the kitchen and bathroom.
- Forward personal mail
  Visit United States Postal Service web site, https://moversguide.usps.com/?referral=USPS to change your address online.
- Disconnect utilities
  - Look for “Residential Customers, Moving, Stop Service”
  - Look for “How to discontinue service”
  - Natural Gas – PSNC Energy  Call 1-877-776-2427 24 hours a day, seven days a week, and a customer service representative will assist you. You need to tell them the date to turn off your service and provide a forwarding address.
- Other Service Providers
  - Verizon - http://www22.verizon.com
  - Time Warner Cable - http://www.timewarnercable.com/easterncarolina

Turn in your keys:

How Do I Get My Security Deposit Back?
- Your landlord has 30 days from termination of tenancy to return security deposit. Make sure you give your landlord your forwarding address so he/she can mail your deposit to you.
- If your deposit is not returned in full, your landlord must provide itemized deductions to you in writing.
- If you have dumpster service or Durham One Call, 919-560-5600, if you have rollout trashcan service.
- Disconnect utilities
- Clean Up
- Forward personal mail
- Provide a Forwarding Address
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- Turn in your keys:
- Disconnect utilities
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