



## HOUSING AND RESIDENTIAL LIFE

Spring 2024 | Undergraduate Student Housing

# MOVE-OUT CHECKLIST



[MOVE-OUT OVERVIEW](#)



[PETITION FOR  
ADJUSTMENT OF  
CHARGES](#)



[IMPROPER CHECKOUT  
VIOLATION](#)

## Step 1: Schedule Checkout Meeting with CM

- Set up a checkout appointment with your community mentor (CM) at least 24 hours in advance of moving out. Failure to do so will result in an [improper checkout violation](#).

## Step 2: Prepare Room for Checkout Meeting

### REMOVE ALL PERSONAL ITEMS FROM THE ROOM.

- The only thing that should be in the room at checkout is university-issued furniture.
- Property Abandonment:** If you leave personal items in your room/suite/apartment, the items will be removed at your expense. As the vacating resident, you will receive an e-mail notification and be given 30 days to claim your items. If no response is received within the 30-day deadline, the university will donate the items to a local charity. Removal and storage fees may be charged to your bursar account.

### CLEAN ROOM

- Clean all surfaces—including desk/dresser, bookshelves and inside drawers—of dirt, grime and gunk.
- Clean windows and mirrors.
- Remove contact paper from counter and bulletin boards.
- Remove tape residue from furniture, walls and windows.
- Leave peel-and-stick adhesive hooks (such as Command™ Brand) in place. These will be removed by facilities management. Removal can cause damage to the walls that will result in damage charges.
- Sweep, mop and/or vacuum floors.
- Place dirt, debris and trash in dumpsters, not in the hallway.
- To empty the water from fish tanks and/or turtle tanks down the drain, use strainer to catch rocks. Run cold water for two minutes afterwards.

### UNIVERSITY FURNITURE

- Beds must be assembled and secured. Move furniture back to its move-in configuration. Closet doors are installed.

## Step Three: Attend Checkout Meeting with CM

- If you cannot make your appointment, let the CM know as soon as possible. Missing your scheduled checkout will result in an [improper checkout violation](#).
- Inspect the living space with the student staff member and complete appropriate paperwork.
- Return room and mail key to designated service desk to complete the process.
- Residential Life Facilities Office will provide a final, detailed assessment of cleaning and damage charges. This assessment may result in the adjustment of the estimated charges that the CM provided at the time of checkout. You have 90 days to contest OSU Housing and Residential Life charges. You must complete and submit a [Petition for Adjustment of Charges](#) (form) to initiate an appeal.
- File Change of Address. A form is available on [Roomcompact.com](#). Your mail will not automatically be forwarded unless you request it. You can also complete a Change of Address form in person at the Stillwater Post Office (809 S. Lewis St.) or at [www.usps.com](#). After you move out, we are unable to open the mailbox for you..