

# MOVE-OUT CHECKLIST

## STEP ONE: SET CHECKOUT APPOINTMENT

- o Set up a checkout appointment with your Community Mentor (CM) at least 24 hours in advance of moving out.
- o You may receive an Improper Checkout Fee for the following situations:
  - o If you fail to set up checkout appointment with CM.
  - o If you miss scheduled checkout appointment.
  - o If you are not ready by scheduled checkout appointment.

## STEP TWO: PREPARE ROOM FOR CHECKOUT

### REMOVE PERSONAL ITEMS

- o Remove personal items from room.
- o Double-check dresser/desk drawers for personal items.

### CLEAN ROOM

- o Clean all surfaces, including desk/dresser, bookshelf and inside drawers, of dirt, grime and gunk.
- o Clean windows and mirrors.
- o Remove tape residue and sticky tack from furniture, walls and windows.
- o Remove contact paper from counter and bulletin boards.
- o Sweep, mop and/or vacuum floors. Dirt and debris must be placed in trash and not in hallway.
- o Put trash in dumpster. Failure to do so may result in Improper Checkout Fee.

### UNIVERSITY FURNITURE

- o Only University-issued furniture may be in the room at checkout.
- o Beds should be assembled and safely secured.
- o Move furniture to its original configuration.
- o Replace closet doors (if removed).

## STEP THREE: CHECKOUT

- o Meet CM in room at scheduled checkout time.
- o Return room key(s) and mail key.
- o Sign appropriate paperwork.

