SINGLE STUDENT HOUSING

MOVE-OUT CHECKLIST

STEP ONE: SET CHECKOUT APPOINTMENT

- Set up a checkout appointment with your Community Mentor (CM) at least 24 hours in advance of moving out.

- You may receive an Improper Checkout Fee for the following situations:
  - If you fail to set up checkout appointment with CM.
  - If you miss scheduled checkout appointment.
  - If you are not ready by scheduled checkout appointment.

STEP TWO: PREPARE ROOM FOR CHECKOUT

REMOVE PERSONAL ITEMS

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

CLEAN ROOM

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

UNIVERSITY FURNITURE

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

STEP THREE: CHECKOUT

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