



# RESIDENCE LIFE MOVE OUT PREPARATION CHECKLIST

**PLEASE LEAVE POSTED ON YOUR DOOR**

To ensure that our buildings are safe, sanitary, and sustainable during summer break, we ask that you complete this checklist prior to departing.

## STUDENTS SHOULD PLAN TO DEPART WITHIN 24 HOURS OF THEIR LAST FINAL.

All students need to be checked out of their space by **noon on Monday, May 4<sup>th</sup> unless APPROVED for an Extended Stay.**

### Checklist:

- Pack and remove all personal belongings. Items left in the space may result in removal charges.
- Donate lightly used items you no longer want or need at a Think Green & Give location.
- Clean your room, suite, or apartment.
- Do not remove adhesives from walls (Command strips, LED strip lights, etc.).
- Empty, defrost, clean, and unplug rented mini-fridges. For full-size apartment refrigerators, clean them but leave them plugged in. We recommend completing this a few days prior to move-out to allow time for defrosting.
- Dispose of all waste and recycling in designated locations. Return borrowed dishware to a dining facility.
- Close and lock windows; close blinds or window coverings.
- For central heating and air: set the thermostat to 72°F or medium. For wall or window AC units: turn them off.
- Ensure all appliances and water faucets are turned off.
- Double-check your room or apartment for any missed items, including drawers, shelves, and cabinets.
- Turn off lights and lock your door.

### Check-Out

1. Go to your building or area desk, place your key in a key envelope, and deposit it in the key box. Failure to return your key will result in a \$300 lock change fee.
2. Complete the Check-Out form available via the QR code at your area front desk.  
*Failure to complete this form will result in a waiver of your right to appeal any damage charges.*

After all residents have vacated a room or apartment, Residence Life staff will conduct an inspection for damages and any abandoned property. A \$100 improper check-out fee may be assessed if the above required steps are not completed, and additional fees may apply for any damages identified during the inspection.

**When departing the building, please sign and date below to confirm your exit.**

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_