



# Move Out Checklist

**A proper check-out consists of:**

- |   |   |
|---|---|
| <input type="checkbox"/> Clean Your Room  | <input type="checkbox"/> Remove ALL Your Belongings   |
| <input type="checkbox"/> Dust and wipe down surfaces & drawers                                | <input type="checkbox"/> Double check drawers, shelves and behind room door   |
| <input type="checkbox"/> Clean your floor   | <input type="checkbox"/> Remove items from Pine & Weapon Storage Lockers  |
| <input type="checkbox"/> Vacuum if you have carpet OR sweep and mop if you do not have carpet | <input type="checkbox"/> Return Weapon Storage key to Housing & Residential Life  |
| <input type="checkbox"/> Clean under desk and radiator  | <input type="checkbox"/> Complete Check-Out Paperwork with RA/PAA   |
| <input type="checkbox"/> Clean any shared common areas  | <input type="checkbox"/> Sign up for a time to check out of room with your RA/PAA*.<br><i>*Must sign up 24 hours in advance.*</i> |
| <input type="checkbox"/> Move furniture back to original place                                | <input type="checkbox"/> Complete Check-Out Items:  |
| <input type="checkbox"/> Remove personal items off walls & doors                              | <input type="checkbox"/> Check-Out portion of your Room Inventory form  |
| <input type="checkbox"/> Remove any tape residue  | <input type="checkbox"/> Return room key  |
| <input type="checkbox"/> All window panes and screens are in place and closed                 | <input type="checkbox"/> Submit forwarding address  |
| <input type="checkbox"/> Take out garbage to dumpster   |   |

***\*\*Students that do not complete the check-out paperwork with their RA/PAA will be charged an improper check-out fee and additional charges if there are damages to the room.\*\****

