Move Out Checklist

A proper check-out consists of:

- Clean Your Room
  - Dust and wipe down surfaces & drawers
  - Clean your floor
  - Vacuum if you have carpet OR sweep and mop if you do not have carpet
- Clean under desk and radiator
- Clean any shared common areas
- Move furniture back to original place
- Remove personal items off walls & doors
  - Remove any tape residue
- All window panes and screens are in place and closed
- Take out garbage to dumpster

- Remove ALL Your Belongings
  - Double check drawers, shelves and behind room door
  - Remove items from Pine & Weapon Storage Lockers
  - Return Weapon Storage key to Housing & Residential Life

- Complete Check-Out Paperwork with RA/PAA
  - Sign up for a time to check out of room with your RA/PAA*
    *Must sign up 24 hours in advance.*

- Complete Check-Out Items:
  - Check-Out portion of your Room Inventory form
  - Return room key
  - Submit forwarding address

**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.**