

Things to Know:

MOVING OUT



CHECK-OUT TO DO LIST:

- Remove all personal property (*including any personal furniture, shelving, or rugs*)
- Clean/vacuum your floor (*remove any carpet tape/residue if you had your own carpet*)
- Remove all your trash/recycling from the building and place in appropriate containers
- Empty and clean your trash can and recycle bin
- Place all furniture and furnishings in original position and restore to proper working order (*beds, closet doors, etc.*)
- Assure window screen(s) are present and installed properly
- Close and lock your windows and leave blinds open (*if on basement or 1st floor, close your blinds*)
- Defrost and clean your refrigerator
- Dust and clean all surfaces (*desktops, dresser tops, closet shelves, etc.*)
- Empty and wipe clean all drawers (*desk, dresser, closet shelves, etc.*)
- Remove all tape, poster putty, etc. from all surfaces (walls, doors, etc.) and assure there are no holes.
 - If you used 3M Command strips, leave the strips on the wall – **DO NOT REMOVE THEM**
- Clean mirror
- Leave your AC on
- Turn off lights
- Discuss check-out duties with your roommate(s) in advance, and come to an agreement on who is financially responsible for any damages in the room (and inform your RA)
- Check-out based on the procedures of your building
 - Sign your Room Condition Report
 - Turn in your keys

**BEYOND
YOUR UA
HOME...**



Residence Life