

# SPRING MOVE-OUT CHECKLIST & RESOURCES

## IMPORTANT DATES

**May 12th at 9am: Residential Communities Close**

*Residents are encouraged to check out 24 hours after their last final*

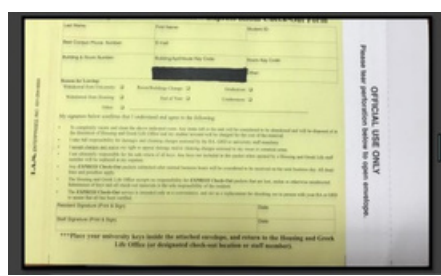
**May 2nd : Deadline to submit Late stay & summer housing requests through the housing portal (graduating residents must submit requests)**

### Preparing to Check-Out

- Attend community closing meeting
- Graduating Residents: Submit a Late Stay Request through your housing portal (deadline 5/02/22)
- Check all cabinets and drawers! (In rooms, kitchen, and bathrooms)
- Remove all belongings from the room and common area. Clean and vacuum your space! (Avoid cleaning fees by being thorough)
- Close blinds and lock windows!
- Turn off room/apartment lights. Close and lock your door!
- Complete and sign the To-Do list taped on your Room/apartment door

### During Check-Out

- Obtain a yellow Move-Out Envelope from your Building (Located by the Black Move-Out Box)
- Completely fill out the front side of the envelope (Yellow sheet). Make sure to date and sign the envelope.
- Place only your apartment & room keys into the Move-Out envelope
- Seal the envelope and have it ready to hand it to the RA during your Move-out appointment.
- If you are completing an express checkout, drop the envelope in the Move-Out black box (located in your building lobby)
- Return your mailbox key to the Mailroom by 4:55pm on May 12th



**Move-Out Envelope**



**Move-Out Black Box**



**Thank you for a great year! Wishing you a wonderful summer! :)**