

# HOW TO MOVE OUT AND AVOID CHARGES

# APARTMENT

## Preparing to move out

- ☐ Reset furniture back to standard setting.
  - ☐ Be prepared to report if any items or furniture are missing from your living space.
  - ☐ Be prepared to describe and upload photos of any items or furniture that are damaged (not normal wear and tear).
- ☐ Move all of your belongings fully out of your living space, shared space, and hallway area.
- ☐ Empty all personal trash and recycling in the designated dumpsters outside of the building and wash out your receptacles
- ☐ Using the below checklist, thoroughly clean your apartment.
- ☐ Return any checked-out resources and spare keys to the front desk. Pickup any packages while you are there.
- ☐ Lock your window and close your blinds.
- ☐ Go to the housing portal to complete online checkout.
- ☐ Present your checkout confirmation email to staff when you return all keys to the front desk.
- ☐ Remember to take your bike.



Visit Resources  
and Forms in the  
Housing Portal

## Checklist for cleaning your space

Hall staff will use a similar list to ensure your space has been vacated properly.

### Doors

- ☐ Items removed
- ☐ No holes

### Wardrobes & Dresser

- ☐ Items removed
- ☐ Cleaned and dusted
- ☐ No missing rods
- ☐ No broken wheels/rails

### Bed & Mattress

- ☐ Cleaned
- ☐ Frame/structure not damaged
- ☐ No rips or holes

### Windows

- ☐ Stickers/signs removed
- ☐ Windows locked
- ☐ Blinds not missing or broken
- ☐ No cracked glass
- ☐ Screens no bends, rips or holes

### Heater (if applicable)

- ☐ Set to standard setting ([How to](#))
- ☐ No paint missing

### Trash/Recycling (2)

- ☐ Empty
- ☐ Cleaned (inside and outside)

### Lights

- ☐ Are working

### Desk & Chair

- ☐ Items removed
- ☐ Adjustable chairs can rise
- ☐ No breaks or cracks
- ☐ No broken chair wheels

### Vanity, Counter, Cabinets & Sink

- ☐ Items removed
- ☐ Mirror has been cleaned
- ☐ Sink & counter cleaned
- ☐ Handles present & working
- ☐ No damage (burns, holes etc)
- ☐ No leaks

### Bathroom

- ☐ Items removed
- ☐ Toilet cleaned (inside and outside)
- ☐ Shower cleaned (inside and outside)
- ☐ Curtain rod & curtain present
- ☐ No damage
- ☐ No leaks

### Walls & Ceiling

- ☐ Items removed (no decorations, hooks, stickers or residue)
- ☐ No holes or marks
- ☐ Paint in good condition
- ☐ Smoke detector present
- ☐ Sprinkler not damaged

### Kitchen

- ☐ Items removed (check refrigerator, oven, cabinets, & dishwasher)
- ☐ [Stove/Oven cleaned](#)
- ☐ Burners working
- ☐ [Refrigerator cleaned](#) (In & Out; Left plugged in and on/door closed)
- ☐ Stickers removed (leave housing magnet)
- ☐ Defrosted (end of spring semester only)
- ☐ Sink cleaned (no food etc)
- ☐ Counter cleaned
- ☐ Cabinets cleaned
- ☐ Handles present & working
- ☐ No leaks
- ☐ No damage (stains, burns, holes etc)

### Living Room

- ☐ Couch cleaned
  - ☐ No damage (tears, rips, stains, etc.)
- ☐ Coffee/end table cleaned
  - ☐ Legs intact
  - ☐ No damage (burns, scratches, breaks, etc.)

### Laundry

- ☐ Items removed
- ☐ Washer & dryer surfaces cleaned
- ☐ Lint removed
- ☐ No leaks

### Carpet/Flooring

- ☐ Carpet vacuumed
- ☐ Hard flooring swept/mopped
- ☐ No stains, rips or burns

**For any questions or concerns about moving out,  
reach out to hall staff prior to your departure.**