

HOW TO MOVE OUT AND AVOID CHARGES

SUITE STYLE

Preparing to move out

- ☐ Reset furniture back to standard setting, only reset the bed height if it is too low to fit the desk under. ([How to](#))
 - ☐ Visit "Room features" section of your building at nau.edu/halls.
 - ☐ 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 room, 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 suite.
- ☐ 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.

Front Door

- ☐ 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

Refrigerator

- ☐ Items removed (leave housing magnet)
- ☐ Cleaned (inside and outside) ([How to](#))
- ☐ Left on with door closed

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

Shelves

- ☐ Empty
- ☐ Cleaned and dusted
- ☐ No damage (burns, holes etc)

Desk & Chair

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

Trash/Recycling (2)

- ☐ Empty
- ☐ Cleaned (inside and outside)

Lights

- ☐ Are working

Carpet/Flooring

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

Vanity & Sink

- ☐ Items removed
- ☐ Mirror has been cleaned
- ☐ Sink has been cleaned
- ☐ Handles present & working
- ☐ No leaks

Bathroom

- ☐ Items removed
- ☐ Toilet cleaned (inside and outside)
- ☐ Shower cleaned (inside and outside)
- ☐ Counter cleaned
- ☐ Curtain rod & curtain present
- ☐ No damage (no broken curtain rods, handles, shower head, soap shelf etc.)
- ☐ 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

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