CHECKLIST FOR MOVE OUT

- Clean the microwave-refrigerator, leave in the room
- Return all furniture to its original arrangement
- Pack all of your belongings and remove from room
- Remove all wall and window decorations, decals, stickers, hooks, tape, etc.
- Remove any items in bathroom lockers
- Vacuum/sweep the floor
- Make sure all drawers, wardrobes and desks are empty
- Remove all trash
- Remove bike from shed/racks
- Turn off radiator and lights
- Close windows
- Lock doors
- Claim all mail from your mailbox and packages from the mailroom. Unclaimed mail and packages will be returned to sender.
- Update your "local address" in CalCentral and forward all other mail with USPS.
- Return your key(s) to the front desk or in check out envelope (you will be charged for any keys not returned and received by unit housing staff)

Failure to remove all belongings, trash and leave your room in the condition in which you moved in will result in you being charged so be sure to plan accordingly. If there is damage, please work out responsibility with your roommate(s) and RA in advance, otherwise everyone in the room gets charged.

IMPORTANT INFO:

You need to be completely moved out by 10 a.m on Sunday, May 14, and you may be charged if you are not out by this time.

Card access will deactivate, entry/gate door locks will be changed and you will not be able to enter the halls.

Recycling for readers, notebooks and donation of your reusable clothing, linen, bikes etc can be found in the central building.

Please sign your name below and tape this on your door when you’re fully moved out so the staff can begin checking your room. Have a great summer!

RESIDENT NAME: ___________________________ DATE: ___________________________