RowanUniversity
RESIDENTIAL LEARNING
& UNIVERSITY HOUSING

Apartments

Fall Semester Check-out Checklist

- [ ] Leave heat on Low - set to 65 degrees
- [ ] Remove perishables from refrigerators
- [ ] Remove ALL trash - Avoid a fine!
- [ ] Take all needed supplies and valuables home. The University is not responsible for resident's personal property. If returning to your space in the spring you **do not** need to fully move out!
- [ ] Clean bedroom and common areas of apartments, especially if you have a vacancy. Welcome a new roommate into your space by making it presentable! **Please note, If there is a vacancy in your room/apartment, over the winter break Housekeeping staff will be entering your space to clean the empty side of the room and furniture.*
- [ ] Close and lock all windows and bedroom doors
- [ ] Empty your campus mailbox - inform all correspondents of your new mailing address if needed.
- [ ] If you are **NOT** returning to your fall assignment for the spring semester, **you must return your key (if applicable) to your building's assigned drop box location at the time of your departure. This both alerts us that you have left and avoids a lock change fee for you.**
- [ ] If you need to stay on campus over winter break please alert our staff by completing the Winter Break Housing Intention Registration through your MyHousing account. *Please see the Residential Learning and University Housing website for instructions on how to complete this.*

****Please be aware that Residential Learning staff will be completing walk-throughs of every room and apartment throughout winter break.****

Please sign and date here upon your departure so that staff know that you've left.

Have a great break!