



Fall Semester Check-out Checklist

- ☐ 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 especially if you have a vacancy. Welcome a new roommate into your space by making it presentable! This includes ensuring all of your belongings are on your side of the room and the vacant side is entirely vacant and free from any items. **Please note, If there is a vacancy in your room, 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 complete the Self Checkout form in your MyHousing account at the time of your departure.
 - Log into <https://go.rowan.edu/myhousing/>
 - Click on Personal Information>>MyInfo>>Select Fall 2020 for the term
 - Answer the following question "Current Fall 2020 Residents Only: I have moved out of my fall 2020 housing assignment." as "Yes" and click "save"
- ☐ If you need to stay on campus over winter break and did not self identify as such on the initial survey, please alert our staff by completing the follow steps:
 - Log into <https://go.rowan.edu/myhousing/>
 - Click on Personal Information>>My Info>>Select Fall 2020 for the term
 - Answer the following question "Current Fall 2020 Residents Only: I am confirming that I will be a resident during the winter break (12/18/20-1/18/21)" as "Yes" and click "save"

****Residential Learning staff will be completing a walk-through of every room and apartment prior to break and before official spring check-in.****

Please sign and date here upon your departure so that staff are aware that you've left.
Have a great break!

