

Spring 2024 Check-out Checklist



- Make a plan with your roommates to clean your space in advance of your departure to avoid a possible excessive cleaning charge.
- Empty your campus mailbox and inform all correspondents of your new mailing address if needed.
- Remove all trash and dispose of in appropriate dumpsters.
- Set AC to 75 degrees and set fan to "auto."
- Leave refrigerator on, remove and properly dispose of all items from the fridge and freezer.
- Close all windows, turn off all lights and lock your bedroom door behind you.
- Remove all personal belongings before you hand in your key/fob. Any items left in your room/apartment after you check out will be considered abandoned and disposed of.
- Don't forget to remove your bike from any outside bike racks! All bikes left behind will be considered abandoned and removed by university staff at the conclusion of the term.
- **Avoid a lock change charge by completing the check-out process and returning your key/fob to the 220 Rowan Boulevard front desk area no later than 24-hours after your last exam or by Saturday, May 4th by noon. Follow the drop box instructions at that location!**
- Participating in commencement? You will need to complete the checkout process by Friday, May 10th by noon.

**Nexus and RLUH Staff will be conducting a final walk-through of all rooms/apartments/suites to assess the condition of the space after spaces are vacated. If significant damages are discovered during the walk-through, residents assigned to the space may be charged for the damages. If you have information about any damage that occurred this year, please inform your CA.*