

# 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 close your bedroom door as you exit.
- Remove all personal belongings before you check out. 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.
- **Identify yourself as moved out by accessing your MyHousing account and clicking on the "Begin Express Check Out" button on the main page under your housing assignment. This alerts staff that you have fully vacated housing.**
- **Final date to fully move out and complete the self checkout form in MyHousing is Saturday, May 4th by noon.**
- Participating in commencement? You will need to complete the check out process by Friday, May 10th by noon.

*\*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.*



**Rowan University**

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& UNIVERSITY HOUSING