

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 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 apartment, over the winter break Housekeeping staff will be entering your space to clean the empty bedroom.*
- 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 2021 for the term
 - Answer the following question "Current Fall 2021 Residents Only: I have moved out of my fall 2021 housing assignment." as "Yes" and click "save"
- If you need to stay on campus over winter break please alert our staff by completing the following steps:
 - Log into <https://go.rowan.edu/myhousing/>
 - Click on Personal Information >> My Info >> Select Fall 2021 for the term
 - Answer the following question "Current Fall 2021 Residents Only: I am confirming that I will be a resident during the winter break (12/17/21-1/17/21)" as "Yes" and click "save"

****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!

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