

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 2023 for the term
 - Answer the following question "Current fall 2023 Residents Only: I have moved out of my fall 2023 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:
 - Click on the "Housing Applications & Forms" tab
 - Select the Winter Break Housing Registration (Winter 2024)
 - Complete the application

****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!

