

Fall Semester Check-out Checklist

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| <input type="checkbox"/> Leave heat on Low - set to 69 degrees | <input type="checkbox"/> Clean bedroom and common areas of apartments, especially if you have a vacancy. Welcome a new roommate into your space by making it presentable! |
| <input type="checkbox"/> Remove ALL trash - Avoid a fine! | |
| <input type="checkbox"/> Remove perishables from refrigerators | |
| <input type="checkbox"/> Close and lock all windows and bedroom doors | <input type="checkbox"/> Empty your campus mailbox - inform all correspondents of your new mailing address if needed. |
| <input type="checkbox"/> 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! | |
| <input type="checkbox"/> If you need to stay on campus over winter break please alert our staff by completing the following steps: <ul style="list-style-type: none">• 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.****

If you are NOT returning to your fall assignment for the spring semester, you must check out with Nexus staff at the following location.

220 Rowan Boulevard Front Desk between 8 am and 8 pm

Be sure to check out in person, return your fob/key and complete any paperwork at the location!

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

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