

Fall Semester Check-out Checklist

- ☐ Leave your heat ON and set to low - do not turn it off!
- ☐ 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 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 return your key to your building's assigned drop box location at the time of your departure. This both alerts us that you have left and avoids a lock change fee for you.**
- ☐ 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!**
