

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 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!

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