

Spring 2021 Check-out Checklist

- Make a plan with your roommates to clean your space in advance of your departure to avoid a possible excessive cleaning charge. *RLUH staff will be completing walkthroughs of all spaces once vacated*
- Close all windows, turn off all lights and lock your bedroom door behind you.
- Remove all trash and dispose of in appropriate dumpsters.
- Remove all personal belongings before you hand in your key. Any items left in your room/apartment after you check out will be considered abandoned and disposed of.
- Don't forget to remove your bike from any outside bike racks! All bikes left behind will be considered abandoned and removed by university staff at the conclusion of the term.
- Empty your campus mailbox and inform all correspondents of your new mailing address if needed.
- Remove all items from microfridge and freezer, unplug the unit and leave fridge and freezer doors open.
- **Avoid a lock change charge by completing the check-out process and returning your key to your building's key drop box no later than 24-hours after your last exam or by Saturday, May 8th by noon.**
- Once you've turned in your key (if applicable) or completely moved out, login to your MyHousing account to complete the online checkout form to document your official check out.
- *Participating in commencement?* You will need to complete the checkout process by Friday, May 14th by noon.

**RLUH Staff will be conducting a final walk-through of all rooms/apartments/suites to assess the condition of the space after check out. If significant damages are discovered during the walk-through, residents assigned to the space may be charged for the damages. If you have information about any damage that occurred this year, please inform your RA.*



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