

# Spring 2025

## Move Out Checklist

**Halls close on May 9th at 12 pm for non-graduating students and on May 11th at 12 pm for graduating seniors**

☐ **\*Sign up for a vacate inspection at least 24 hours before intended appointment time to avoid a \$25 charge**

☐ **Update your mailing address**

### Avoid Charges

**The following will result in a charge to your account:**

- Not removing all personal belongings from space (**Fee: \$50 minimum**)
- Not following cleaning guidelines for move out (**Fee: \$40 minimum**)
- Not resetting furniture back to original setup (**Fee varies**)
- Not following proper checkout procedures (**Fee: \$50**)
- Not scheduling room inspection (by deadline or at all), late/unprepared for inspection, or did not checkout by deadline (**Fee: \$50**)
- \*Rescheduled inspection within 24 hours or did not complete inspection with Campus Living staff (**Fee: \$50**)
- Not returning keys (**Fee: \$150**)

**\*Unless approved for a deferred inspection**

☐ **Clean your room and follow these steps to avoid charges:**

- Walls, doors, and ceilings should be free of dirt, grease, spots, finger marks and pen marks
- Remove all decals, stickers, tape, tacks, nails, glue, etc. Do not spackle or patch holes
- Windows should be cleaned on the inside only with window cleaner
- Surface areas must be dusted and wiped down
- Flatten all boxes before bringing them to the floor trash room
- Clean all areas immediately outside of your room, such as chalkboards, and clear any personal belongings
- Remove all of your personal items from the room, clean all spaces in the room
- All locks, lights, smoke detectors, drawers, window pulls, etc. must be working.
- For items that need to be repaired fill out a work order prior to your room inspection
- Remove all items from bathroom