

MOVE OUT



WINTER 2026 SEMESTER

1. PACK YOUR THINGS

All personal belongings must be removed from the unit. Any items left behind will be removed by housing staff, may be discarded, and will result in additional charges. Please:

- empty all drawers, shelves, and cupboards
- remove shower curtains, hangers, cleaning items, etc.
- empty refrigerators/freezers, stoves/ovens, etc.
- check underneath the mattress, behind furniture, closets/wardrobes
- carefully remove posters, pictures, tape, LED lighting, and command strips from walls and furniture
- dispose of all trash
- recycle items via recycling bins

2. CLEAN & EMPTY YOUR UNIT

To avoid charges, make sure that your unit is emptied and cleaned. It is recommended that you review this list carefully. If you are leaving before or after your roommate(s), decide who is responsible for completing this list.

- wipe down all drawers, shelves, and cupboards; make sure drawers/doors can open
- wipe down furniture and countertops with a non-abrasive, general-purpose cleaner
- wipe clean walls of dust, spills, marks, etc.
- sweep/vacuum floors
- clean ovens and stovetops using general-purpose cleaner, degreaser, or oven cleaner
- wipe clean refrigerators/freezers
- clean shower/tub with a non-abrasive cleaner
- clean toilet bowl and seat
- return furniture to original setup
- set the thermostat to 65 degrees
- clean, shut & lock windows
- close blinds
- turn off lights

3. TURN IN KEY / CHECK OUT

Once you have cleaned and emptied your unit:

1. fill out an express check-out envelope
2. seal your room key inside
3. place in the marked 'Misdirected' mailbox in your building

You may also turn your key in at your front desk (Holton-Hooker, or South Campus Residential Desk in the Blue Connection).

4. AFTER MOVE OUT

A staff member will make sure you have removed your belongings and trash, and document any damages in the unit. Any fees and charges will be placed on your student account, and you will be emailed about the appeal process (which takes place in May). Have a great summer!