Moving out of residence checklist

Your last week in residence on one page: the check-out deadline, cleaning, keys, the final inspection against your move-in report, mail and deposits.

NAME _____ DATE _____

RESIDENCE AND ROOM _____ CHECK-OUT DEADLINE (DATE AND TIME) _____

WHERE KEYS GO _____ FORWARDING ADDRESS GIVEN ON _____

ONE WEEK BEFORE

- [ ] Read my residence's move-out page and agreement
- [ ] Booked a final inspection or noted when staff will inspect
- [ ] Found my move-in condition report and photos
- [ ] Storage, bike or laundry locker emptied
- [ ] Rented items returned; items that stay (router, fridge) left in place
- [ ] Mailbox emptied; mailing address updated with the school
- [ ] Meal plan or dining balance checked

MOVE-OUT DAY

- [ ] Room and shared spaces cleaned to the residence's list
- [ ] Garbage, recycling and food removed; fridge emptied
- [ ] Furniture back where it was
- [ ] Checked under the bed, drawers, closet, outlets and behind the door
- [ ] Windows locked, lights off
- [ ] Check-out form or card completed
- [ ] Every key and fob returned (room, unit, mailbox, storage)
- [ ] Photos of the empty room taken

ROOM CONDITION

Area	Condition at move-in	Condition now	Photo taken

Deadlines, fees and the cleaning list come from your residence's own page and agreement.