

Check out Procedures for Non-Returning Students/Room Swaps (Students who will not be returning in January)

In order to check out properly and avoid improper check out fees,

Please follow this procedure:

Room: _____

*When you depart from your house, you should inspect the room for the items listed below. A check mark (✓) should be placed beside each item as it is completed. You should leave this sheet posted on the outside of your room door. **Please ensure that your room is in proper order to avoid damage charges and turn in your express envelope to your HD/RD and/or schedule an appointment with your HD/RD.***

- ☐ Resident needs to inform HD/RD when they are leaving for the break to reduce food costs
- ☐ Resident needs to pick up all items belonging to them that were remaining in the house (including the basement and common areas) and put them away
- ☐ Resident removes all decorations, tape, and adhesive material from the walls, furniture, and front door
- ☐ Resident removes all food from the room and the basement refrigerator and cleaned out items that belong to them. Any items that are left behind will be thrown out.
- ☐ Resident empty, cleaned, and unplugged mini-fridge in the bedroom (if applicable)
- ☐ Resident vacuumed and swept the floor.
- ☐ Resident empty all drawers, closets, and checked under the bed
- ☐ All furniture in the resident's room needs to be reset to its original form
- ☐ Resident disposes of all trash to the dumpster
- ☐ Resident closed and locked window
- ☐ Resident turns off lights and set air units to LOW
- ☐ Resident moves furniture away from the air unit (cannot be blocking)
- ☐ Resident elects to do a move-out appointment with their HD/RD by signing their RCR, turning their keys in, and any additional paperwork that is needed for the house OR complete an express checkout envelope by signing their RCR, placing keys, and any additional paperwork that is needed for the house in the express envelope (drop off the envelope to the HD/RD)

*** Any excessive clean up from the housekeeping staff may result in a deduction of your security deposit***

The resident of the room are accountable for all closing procedures and should sign and post this notice on the outside of their door so that the House Director/Resident Director will know that the room is unoccupied. Also, sign your express checkout envelope!

SIGNATURE (RESIDENT OF ROOM): _____ Date: _____

HAVE A HAPPY AND SAFE BREAK!