Checkout Procedures Checklist

Before You Leave And Move Out Of Housing, You Must Do The Following

- **CLEAN** your room and all shared spaces such as the kitchen, bathroom, living room, and storage room if applicable.
  - Vacuum and sweep floors.
  - Discard perishable foods and clean your fridge and cabinets.
  - Clean stove top, oven, and microwave (including the plate inside).
  - Remove all trash to proper dumpster locations.
  - Make sure all faucets are turned off.
- **REMOVE** all of your belongings.
- **TURN OFF** all lights.
- **TURN OFF** A/C and Heating units.
- **CLOSE and LOCK** all windows and doors as you depart. Remember to close all blinds.
- **PICK UP** your mail and packages.
- **MAIL FORWARDING**: Remember to do your Mail Forwarding with us. Do NOT submit a change of address form with the U.S. Postal Office. You MUST update your address on Golden Eagle Territory (GET). The University uses your address on GET for any university related mail, including refunds. Additional information is available on the Mail Forwarding website.
- **SUBMIT WORK ORDERS**: If something in your room is broken or not properly working, now is the time to fill out a Work Order online.
- **RETURN YOUR KEYS** in an Express Checkout Envelope or to your RA if you have an appointment.