

MOVE OUT CHECK-LIST

The time to say goodbye has come! To help organize your time wisely, we have created a checklist to guide you through your moving out journey.

MOVE OUT PLANNING

MOVE-OUT DATE

Fill out and submit the [Move Out Plan Form](#) on website. Note that the last day to move out of residence is **May 1st at 9 AM** for 8-month residence agreements and **August 28th at 9 AM** for 12-month residence agreements.

MAKE ARRANGEMENTS FOR YOUR TRAVEL

You must vacate your room by the date indicated above and are expected to arrange your own travel. No additional accommodations are available.

BUSY MOVE-OUT PERIOD

We have hundreds of students moving out at the same time. If you can make arrangements to slowly send out unneeded items before your move-out date. Please also respect the limits in elevators.

ASSISTANCE DURING MOVE-OUT

One helper can assist you on the day of your move. Anyone else must wait outside in their vehicle in the designated loading areas.

TO DO BEFORE MOVING OUT

PLACE ALL FURNITURE IN ITS ORIGINAL POSITION

Inspect and clean your entire room and unit. Remember to submit any repairs in [ARCHIBUS](#) with your student account. If you are having issues submitting a request, please contact Reception.

TAKE DOWN ALL POSTERS AND DECORATIONS

Remove all markings and tape.

CLEAN BED

Do not remove mattress pad or mattress protector.

CLEAN DESK

Remove items & wipe the drawers.

CLEAN BATHROOM

If applicable, thoroughly clean your bathroom: sink, shower, toilet, mirror, countertop, and drawers/cabinet. Remove your personal shower curtain and hooks (if applicable).

CLEAN KITCHEN OR KITCHENETTE

If applicable, pull out the kitchen drawers and remove any items. Clean the sink, as well as countertops, shelves, and under the sink. Empty the refrigerator and wash the entire inside and outside, including the freezer compartment. **DO NOT UNPLUG REFRIGERATOR.** If applicable, clean the stovetop, oven, and dishwasher.

CLEAN MICROWAVE

If applicable, pull out the glass plate in the microwave and wash it. Wipe the inside of the microwave (including the door) while the plate is out. Also clean the exterior of the microwave.

CLEAN UNIT

Floors should be vacuumed, swept, and mopped.

REMOVE GARBAGE

All garbage, compost and recycling must be removed from your unit. Respect the environment and if applicable, return your compost bin! Garbage chutes will be closed one week prior to the end of your residence agreement. Please use garbage bins outside your residence where applicable.

RETURN YOUR RENTAL APPLIANCES

CLOSE WINDOWS

All windows should be closed and locked securely.

TURN OFF LIGHTS

LOCK YOUR BEDROOM DOOR

HAND IN YOUR ACCESS CARD AND KEYS

Drop your physical keys and access card in the designated box of your residence. **Failure to do this will result in additional charges.** This does not apply to students that use their student cards for access. Keep your student card. Housing and Residence Life will deactivate your residence access.

EMPTY YOUR MAILBOX AND FORWARD YOUR MAIL TO A NEW ADDRESS

Ensure to cancel all your subscriptions.

PAYMENT DUE

All outstanding payments are due. Check your student account for any outstanding payments.

FINAL ROOM INSPECTION

After your departure, the Housing team will complete final room inspections for cleaning and damages. You will be charged for any cleaning and/or damages should your room or unit be considered in an unacceptable condition.

CARTS

We highly recommend you bring your own! A limited number of carts are available to those who have made the request using the Move Out Plan Form and will be available near the reception of your residence or from the 90U residence. Please drop your cart at the same location you picked it up. An identification card will be required to borrow a cart. Note that boxes are available at the 90U reception for a cost.

DUMP AND RUN

Drop off your donations at the collection bin located under the staircase on the first floor of the Learning Crossroads building ([CRX](#)) or at the entrance of your residence in the designated bin. Be sure to check [the list of what is and isn't accepted](#). You cannot leave any items behind in your room or unit. Learn more about the [Dump and Run](#) program.

SUBMIT THE CHECKOUT FORM

Fill out and submit the check-out form on your way out! **Failure to do so will result in a "failure to check out" fee of \$100 that will be added to your student account as per the residence agreement.**