

MOVE-OUT CHECKLIST



Before returning your keys at the Front Desk, please make sure to complete this checklist.

Take down any posters, pictures, hooks, or adhesives from the walls.

Check all drawers, cupboards, under the bed, and the bathroom (if applicable) to ensure nothing is left behind.

Sort waste into the appropriate garbage and recycling bins. Bring unexpired, non-perishable food items to boxes found in your residence common room, the Lazy Scholar or Location 21 for donation to the food bank.

Return your GOOD TO GO container and carabiner to participating locations.

Remove any personal items or curtains from the windows.

Ensure there are no Residence property items in the room such as lounge furniture or wet floor signs.

Pack your belongings in free reusable boxes provided at each dining hall, Lazy Scholar, Location 21, and Wally's.

Donate clothing or shoes to a designated residence [drop-off location](#) or to the [Second Hand Shuffle](#) event.

Take two photos of your room, one from the door facing the window and another one from the window facing the door.

Complete the self-checkout form.

Close the window and turn off lights before you lock the door behind you.

Do you need something fixed?

If your room needs any repairs, you must submit a [Maintenance Request Order](#).

**Ready to Check out?
Click here.**



HOUSING AND
ANCILLARY SERVICES
Residence Life and Services