

MOVE-OUT CHECKLIST



Before returning your keys at the Front Desk, please complete the [mandatory Room Checkout Form](#) on the new **Housing and Ancillary Services portal**.

Take down any posters, pictures, hooks, or adhesives from the walls.
Remove any personal items or curtains from the windows.

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. Donate gently used items - [visit the Move-Out Hub](#) on our website for details.

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

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

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

[Visit the Move-Out Hub](#) for key dates and deadlines, donation drop-off details, sustainability tips, and more.

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

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