

# 6 Steps for an Easy Move

Residence units close on April 30 at 2 p.m.

- 1. Pick a Move-out timeslot in Housing Portal.**  
Portal will open on April 14.
- 2. Pack your belongings ahead of time.** You will have one hour to vacate the apartment on your chosen timeslot.
- 3. Donate any items** you don't want to take home in the Community Spaces or throw them away in the dumpsters outside.
- 4. Sign up for Pre-Checkout Room Check** with your RA.
- 5. Complete Move-Out Checklist** provided during closing meeting or from your RA.
- 6. Proceed to the front desk** to check out and return your keys (if applicable). When the front desk is closed, call the RA on call to check out and drop off your keys (if applicable).

### Please Remember:

- All regular university traffic and parking rules and regulations apply.
- No vehicles may park in staff/faculty parking spaces.
- Please follow the instructions of any traffic control officers.
- Be courteous as other students are moving out too.
- Do not leave your belongings unattended.
- No parking in courtyards or on sidewalks.

**If you have any questions, contact your front desk.**

*Have a great summer!*

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For more information, visit  
[go.osu.edu/move-out](https://go.osu.edu/move-out)

For special arrangements you must contact Housing and Residence Education at **614-292-8266**.