Resident Move-Out Checklist

The following are tasks to be completed prior to your departure:

☐ Clean your MicroFridge or refrigerator. MicroFridge should be disconnected and defrosted prior to check-out. This could take up to a day to complete.

☐ Remove all personal items from the building. This includes any carpets that have been purchased during the year.

☐ Take out all trash and recycling to designated areas.

☐ Empty and clean trashcan and recycling bin.

☐ Clean out your mailbox and pick up any packages from the front desk.

☐ Remove your bike from the designated storage space.

☐ Turn off all lights and close the blinds.

☐ Lock door to your room/suite.

☐ Once all items above are complete, go to your front desk to continue your final checkout process.

☐ Turn in brass keys at the front desk if they were issued to you.

• Make sure you take all your belongings. Anything left behind will be disposed of at your expense.

• Any items not found to be in working, clean or satisfactory condition could incur charges. These charges begin at $35 for anything including staff labor. Any keys not returned will incur a charge of $150.

• If the above process is not followed during check out, additional charges could occur.

• Once the checkout process is complete, building and room access will be removed from your BuckID.