

**UNIVERSITY HOUSING SERVICES  
CHECK OUT LIST**

**CHECK OUT PROCESS**

**You must properly check out of your room to avoid additional fees and rent charges.**

- Use express check out envelope to properly turn in room and mailbox keys, please give completed envelope to RA or to the Housing Office. Plan accordingly if you will be leaving when an RA is not on duty or the Housing office is closed.
- Please remember that Resident Advisors are only on duty Monday through Thursday 6pm-10pm, and all weekend starting at 6 p.m. Friday ending at 8 a.m. Monday so we suggest you make a check out appointment with your RA to facilitate a more efficient departure.

- Complete a Change of Address Form.** Return this form to the Front Desk in your hall. The Change of Address forms are processed through the Campus Distribution Services Department. Keep in mind that it takes 4-6 weeks to take affect. Magazines and publications must be contacted directly, as they are not forwarded.
  
- Check with the Housing Office to verify you do not have any packages that were delivered recently.**
  
- Your room needs to be returned to its original configuration.** If you are in the residence halls, all roommates are held mutually responsible for proper set-up of a room. If you are in the suites, all roommates will be held responsible for the common areas in the suites.
  
- Remove personal furniture and belongings from your room and the common areas.** If you are disposing of any furniture, you must do so off campus. Please do not put any furniture in the dumpsters. Items left behind will be discarded.
  
- Make sure you empty the trash from drawers, closets, cupboards, and wastebaskets.** Place all trash in the trash bins outside of the building. Please do not dispose of trash in the restrooms. You will be charged if your personal trash is found in the restrooms.
  
- Your room needs to be thoroughly cleaned and vacuumed.** All of your belongings should be out of the room and your bathroom locker. Remove everything from all walls, door surfaces, shelves, closets – thumbtacks, staples, brads, stickums, tape and decals. Wipe down all surfaces.
  
- Turn in your room key, mailbox key, to the RA who checks you out or turn them in to the Housing Office.** If these items are not returned, you will be assessed additional rent and fees. At minimum, you will be charged to replace the lock and key(s) but could be charged rent up until the date you complete the check-out process plus 30 days.

**If you have any questions, please contact University Housing Services, (909) 869-3307.**