Move Out To Do List

Complete all items on this list before you check out to avoid charges!

- Make an appointment with your RA at least 24 hours in advance of when you plan to move out (sign-up calendar found on RA’s door).
- Talk with roommates about who will do which part (create a chore list for each member).
- Your room should be clean enough for someone else to move in immediately: vacuum, dust, wash and clean all surfaces (including window sills and inside drawers).
- Remove ALL belongings.
- Check behind doors, tops of shelves, and wipe down any towel racks and/or mirrors.
- Check ALL desk and dresser drawers to make sure everything has been removed: wipe down desk & inside drawers.
- Check windows, walls and ceilings (for tape, hooks and command strips, etc.).
- Remove stickers, posters, and wall hangings from all surfaces, including furniture.
- Be sure beds are properly assembled (i.e., railings and ladders attached to bed, etc.).
- Be sure all furniture is present and in its original configuration.
- All furniture that is not University property must be removed.
- Make sure window shades are closed, and windows and doors are closed and locked.
- Remove all trash/recycling and put in designated dumpsters.
- Meet your RA during your appointment time to sign Room Condition Form and turn in brass key(s) to your RA.

Lost / Unreturned Keys:
- Res Hall Room key $100
- Unreturned temporary key card $25

Other Charges:
- Failure to check out $50
- Late Move Out $25/hour or $100/day

** Please submit Fixit Ticket requests NOW to potentially avoid fees for repairs and damages**


FINES & CHARGES

Substantial charges will be assessed for the following:
- Removal of all items left in room
- Cleaning charges for vacuuming, dirty furniture and dirty walls
- Damage or repair for furniture, carpet, walls, etc.

** Please remember that check out with staff is only an initial review. Our maintenance staff will make a final assessment of the space and final damage and cleaning charges will be assessed accordingly.**

We will not be allowing move out extensions, as Summer Session 2 students will be moving into your spaces the following day.

For more information, please visit our website at collegenine.ucsc.edu