

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** https://housing.ucsc.edu/damages/damages-2017-18.html Please leave your space ready for new residents!	<u>FINES & CHARGES</u> Substantial charges will be assessed for the following: <ul style="list-style-type: none">• 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 <u>initial review</u>. Our maintenance staff will make a final assessment of the space and final damage and cleaning charges will be assessed accordingly.**
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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