Dear Residents,

Please review your Health & Safety Inspection form closely as it will help you prepare your space for a quick and painless checkout. If you have any questions, please contact your Resident Assistant.

The Townhouses and Apartments close for the semester at **12pm on Sunday, May 18th.** This means unless you have received an assignment for summer housing, you will need to be ready to check out before noon on the 18th to avoid financial penalties. Please consider checking out as soon as you’ve finished your last final.

As we approach the end of the semester, have a meeting with your roommates to discuss how you want to distribute the cleaning of your space. Units must be clean from the time the first person checks out to the time the last person checks out. If you need assistance with the discussion, please contact your RA.

More information about closing will be coming out via email—so watch for instructions on how to sign up for your checkout appointment.

Thanks!

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Move Out Checklist: Apartments & Townhouses

☐ Sign up for a check out of your residence within 24-hours of your last exam (sign up at HCOM).

☐ Empty mailbox and complete forwarding address form at https://my-postal-address-change.com/ or pick up a change of address form at the front desk of HCOM.

☐ Remove all personal belongings from your unit (including personal furniture, food items, clothing, trash, etc.).

☐ Remove all decorations, tape, paper, etc. that are on your door and walls.

☐ All furniture needs to be in the room it was assigned to at your time of move in (bookshelves, bed and desk in bedrooms; arm chairs in living rooms, etc.).

Kitchen

☐ Empty all cabinets, drawers, dishwasher, refrigerator, and oven.

☐ Clean all appliances inside and out (defrost your freezer if necessary, wipe out the oven, refrigerator, and dishwasher).

☐ Scrub counters, stove top, stove hood, and cabinetry. Tops of the cupboards should be free of bottles or other personal items and be dusted.

☐ Empty and wash recycling bin.

☐ Sweep and mop floor.

Living Room

☐ Check under and behind furniture and in the hallway closet for any stray personal items.

☐ Thoroughly vacuum the carpet—including the closet and stairs.

☐ Dust all furniture and windowsills.

Bathroom

☐ Scrub toilet (under the seat as well), sink, and shower.

☐ Remove shower curtain and rings.

☐ Wipe out the sink cabinet.

☐ Sweep and mop floor (clean behind the toilet as well).

Bedroom

☐ Check closet, desk and dresser drawers for personal items.

☐ Vacuum thoroughly (move furniture and vacuum under).

☐ Wipe down furniture and walls (if necessary).