



# END OF THE SEMESTER CHECK OUT MEMO


## TO HELP AVOID CHECK OUT FINES, BEFORE LEAVING, YOU SHOULD:

1. THE ROOM SHOULD BE VACANT BY THE TIME THE CA ARRIVES TO YOUR ROOM.
2. DISCUSS AND PLAN CLEANING WITH YOUR ROOMMATES. DISPOSE OF ALL TRASH IN OUTSIDE DUMPSTERS. **(THERE WILL BE A FEE PER BAG FOR ANY TRASH LEFT)**
3. CLEAN ALL SURFACES, SWEEP/MOP FLOORS, CLEAN OUT THE REFRIGERATOR, AND DISPOSE OF ANY PERISHABLE ITEMS.
4. REMOVE ALL PERSONAL PROPERTY NEEDED FOR THE BREAK. **(UNIVERSITY HOUSING IS NOT RESPONSIBLE FOR ITEMS LEFT OVER THE BREAK OR ABANDONED PROPERTY)**
5. CLOSE ALL ROOM WINDOWS AND BLINDS, TURN OFF LIGHTS AND LOCK ALL DOORS.
6. THE COMMON AREA, THE SPACE THAT ALL RESIDENTS SHARE, MUST BE CLEAN. **(EVERY PERSON CAN BE FOUND RESPONSIBLE IF THE COMMON AREA IS NOT CLEAN OR ITEMS ARE LEFT BEHIND)**


### CHECK OUT RESOURCES

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#### CHARGE LIST



#### HOW TO SCHEDULE A CHECK OUT APPOINTMENT



### REMINDERS

- Central Campus Residence Halls Close on Tuesday, May 12th at 6 pm.
- The Village Front Office will close at 6 pm.
  - Summer Office Hours: Monday - Friday 8 am - 5 pm.
- If you are not checking out, **you are still responsible for cleaning your apartment prior to leaving.**

### CHECK OUT WITH A COMMUNITY ADVISOR

Schedule a checkout appointment. Clean your room prior to leaving.

\*Review Your Contract For Your Move Out Date\*

- Bridge Students by May 31<sup>st</sup>
- Spring 2026 Entry Students By June 30<sup>th</sup>
- Remainder of Students by July 31<sup>st</sup>



# HAVE A GREAT SUMMER!