

NEIGHBORHOOD UNITS

CLOSING CHECK LIST

ALL NEIGHBORHOOD UNIT RESIDENTS MUST MOVE OUT BY SUNDAY, JUNE 18 AT 12:00PM

Residents are expected to complete the following checkout procedures before leaving for the year. Please check off each item as it is completed and keep this list inside your door. Failure to complete any of the procedures below may result in assessment of charges or improper checkout fines. Please keep this list on your front exterior door.

Kitchen

- Remove all food items. Empty and clean cabinets and counter tops.
- Empty and clean cabinets and counter tops and all applicable appliances including dishwasher, oven & range, microwave, refrigerator & freezer. Leave University provided refrigerator plugged in on lowest setting.
- Clean sink. Run water and garbage disposal to ensure drains are free of food debris. Turn off all faucets.

Bathroom

- Empty and thoroughly clean your bathroom including cabinets, counter/vanity and shelves.
- Wipe down your sink(s) and shower. Run water to ensure drains are free of debris. Turn off all faucets.
- Bathroom should be clear of any trash, debris, personal belongings, etc.

Living Areas

- Thoroughly clean all areas, including your bedroom and living room. All areas, including walkways, porch, garages and yard areas outside your apartment should be clear of any trash, debris, personal belongings, etc., as applicable.
- All furniture must be removed from your space and neighborhood unit. Students are not able to leave any items inside of the property without an approved summer housing contract.
- All personal belongings must be removed from your space and neighborhood unit. The University assumes no responsibility for property left after residents vacate Housing. The Housing Office reserves the right to remove and discard any possessions left on the premises after residents vacate Housing, at the resident's expense.
- Remove all mounting hooks, squares, and putty, making sure walls are clean and free of any marks or residue.
- Sweep/vacuum your floors.
- Turn off heater/AC/vents.
- Close and lock your windows, close your blinds, and turn off all lights.
- After you have completely moved out of your space, log into the Housing Portal via eCampus to complete the electronic Check Out Agreement. Once you have completed the check-out process, students are no longer authorized to occupy their assigned space in their building/living area.

Garbage

- Dispose of all garbage in the appropriate trash, recycling, or compost/yard waste bins at your property.
- Ensure all waste receptacles are left at the curb for pick up on Tuesday following your departure, if applicable.
- Bins that are overflowing or are filled improperly will not be picked up. Residents will be charged for disposal.
- Large dumpsters will be available on campus from June 10 – 16 for excess waste.

In order to stay in your room/apartment beyond 12:00PM on Sunday, June 18, residents must have applied for and been approved to stay for Summer 2023. Housing is unable to accommodate requests for extensions in Neighborhood Unit beyond these dates and times. Please keep this check-list posted on the interior of your front door.

FAILURE TO CHECK OUT BY ABOVE-MENTIONED TIMES MAY RESULT IN IMPROPER CHECK OUT FINES.

LEAVE THIS FORM ATTACHED **INSIDE** YOUR FRONT DOOR