

NEIGHBORHOOD UNITS

MOVE-OUT CHECK LIST

Neighborhood Units close at 12:00PM on Sunday, June 15, 2024

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. Failure to check out by 12:00PM on Sunday, June 15, 2024 will result in improper check out fines.

Kitchen

- ☐ Remove all food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building.
- ☐ Empty and wipe down cabinets, counters, and appliances (dishwasher, oven, microwave, fridge, freezer).
- ☐ Leave University provided refrigerator plugged in on lowest setting.
- ☐ Clean sink and run disposal. Make sure drains are clear. Turn off faucets.

Bathroom

- ☐ Thoroughly clean bathroom, shower, and toilet.
- ☐ Clear out all personal items and trash, including from cabinets.
- ☐ Wipe down sinks, counters, shelves, and shower.
- ☐ Run water to check drains. Turn off faucets.

Living Areas

- ☐ Thoroughly clean all spaces: bedroom, living room, walkways, porch, and balcony. 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.
- ☐ Discard all trash and debris. Sweep or vacuum all floors. Vacuums are available at the service desk.
- ☐ Take down all mounting items and ensure walls are clean and free of any marks or residue.
- ☐ Close and lock windows, close blinds, turn off lights, set heater/AC/vents to OFF or lowest setting.
- ☐ 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.
- ☐ Complete the Check-Out Agreement on the Housing Portal via MySCU after moving out. After submission, 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 at Swig & Dunne Halls from June 06 – 13 for excess waste or large items.

In order to stay in your room/apartment beyond 12:00PM on Sunday, June 15, residents must have applied for and been approved to stay for Summer 2025. All other students must vacate their space. There will be no additional approved extensions beyond June 15. Please keep this check-list posted on the interior of your front door.

LEAVE THIS FORM ATTACHED INSIDE YOUR FRONT DOOR