



IMPORTANT DATES

**Move out is almost here!
See your move-out deadline
below...**

Non-Graduating Students
Saturday, May 25th by 3 PM

**Graduating Students and
Convocation Student
Employees**

Sunday, June 2nd by 3 PM



**Flip me over to view the steps to
take for a successful move out**



MOVE-OUT CHECKLIST

Collect all unwanted clothing, household items, and e-waste to donate

Check signage outside your community's trash room for the donation locations. Donations will be accepted, starting May 20, 2024

1

DONATE

PACK

2

Remove all of your belongings from your room

including kitchen, bathroom and living room (if applicable). Any items left behind are considered abandoned and will be disposed

Take all trash & recycling to designated location/containers and break down cardboard boxes

Failure to remove trash/recycling will result in charges being assessed to your student account

3

REMOVE ALL TRASH + RECYCLING

CLEAN

4

Pick up and dispose of all loose items from floor and all furniture

If you have a bathroom, living room, and/or kitchen in your room, these areas must also be cleaned

On walls and other surfaces

If you remove these items and damage is caused, charges will be assessed to your student account

5

LEAVE ALL POSTERS, STICKERS, DECALS, ETC.

ASSESS DAMAGE IN YOUR ROOM

6

The responsible occupant should email their ADRL to claim responsibility

If no one claims responsibility, charges will be split amongst all occupants

It must be emptied, unplugged, defrusted, cleaned and dried to avoid fees

7

IF YOU RENTED A MICROFRIDGE

CLOSE WINDOWS

8

Draw window coverings, turn off lights, and secure all doors before departing

Directly with all who send you mail and/or parcels

Items received after move out will be returned to sender. We do not hold/forward items or allow others to pick-up items on your behalf

9

UPDATE MAILING ADDRESS

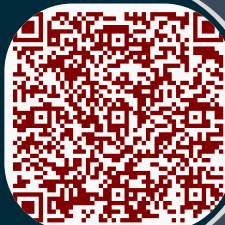
RETURN UNIVERSITY ISSUED KEYS

10

Not your UCID

In the provided envelope to the designated drop box near your residence hall's front desk. Keys cannot be mailed back after moving out

Via the myHousing Portal
Once you have completed all the above steps. After you have departed, you may not return to your room



CHECK-OUT

Contact your Resident Assistant or Resident Head if you have any questions