

# MOVE OUT CHECKLIST

A little something to help make things easier! Unfortunately the time to say goodbye is approaching quickly. As you gear up for your final month & are preparing for exams, time seems to be going by so fast. To help you organize your time we have created a checklist guide to you through your move-out process.

**ALL OF THESE FACTORS AFFECT YOUR DEPOSIT.**

## TASKS

-  **PLACE ALL FURNITURE IN ITS ORIGINAL POSITION** | Check the entire suite for any & all faults to ensure that you receive your full security deposit & refund.
-  **CLEAN BEDROOM** | Wipe down all surfaces. Pull out all drawers and remove any items that have fallen. While the drawers are out, wipe them clean. The mattress pad (NOT zippered bed bug cover) is to be cleaned and put on mattress.
-  **CLEAN BATHROOM** | Remove shower curtain & hooks. Thoroughly clean your bathroom: sink, shower, & toilet. Don't forget the mirror and counter top. Clean under the sink as well.
-  **CLEAN MICROWAVE** | Pull out the glass plate in the microwave & wash it. Wipe the inside of the microwave (including the door) while the plate is out. Clean the exterior of the microwave.
-  **CLEAN KITCHENETTE** | Pull out all the drawers & remove any fallen items. Clean out the sink. Open and clean all cupboards under the counter. Empty the Refrigerator and clean the inside & outside. Empty and clean the freezer compartment. DO NOT unplug the refrigerator.
-  **CLEAN SUITE** | All floors must be swept/mopped and/or vacuumed.
-  **REMOVE GARBAGE** | All garbage and recycling must be removed from the suite & taken to their respective dumpsters.
-  **CLOSE WINDOWS** | All windows are to be closed & locked securely.
-  **KEEP THE BEDROOM DOORS OPEN** | Please ensure the bedroom doors are open to allow for air circulation.
-  **TURN OFF LIGHTS** | Turn off all the lights within the suite.
-  **PAYMENTS DUE** | All outstanding charges are due. Check with the front desk and make payments on these outstanding charges (i.e. Lockout Charges).
-  **MOVE-OUT DAY** | You must vacate your room within 24 hours of your final exam.
-  **FINAL ROOM INSPECTION** | You do not need to schedule a move out inspection. All rooms are inspected after students move out. Students who wish to be present for their inspection can schedule one at the front desk 2 weeks prior to their move out date.
-  **HAND IN ITEMS** | Hand in your Laundry Card, Mail Key & any other required items. Failure to do this will result in a charge against your security deposit.