



Move Out Checklist

ITEMS TO COMPLETE BEFORE MOVE OUT	
<input type="checkbox"/>	Completely Clear Off: <ul style="list-style-type: none">• Both sides of your bedroom door, common area door, and bathroom door• Bedroom walls• Common room walls• Ceilings
<input type="checkbox"/>	Discuss with your roommate(s) who is responsible for damage(s) in your room/common area/bathroom. Please let your RA/HA or CRE know which person is claiming responsibility in writing with everyone's signature. (Please submit this information before any member checks out of the area).
<input type="checkbox"/>	Inspect the room/bathroom/ common area to see if that is the condition you want the CRE & Facilities to assess it in.
<input type="checkbox"/>	Clear out all personal belongings from your side/portion of the room, bathroom and/or living area. Check all your drawers, closets, and under the bed to make sure you didn't forget anything. Any items left will be discarded and residents may be charged the cost of removing items.
<input type="checkbox"/>	Please be sure to completely clean your room. Leaving your room in a spotless condition will keep you from incurring cleaning fees/fines.
<input type="checkbox"/>	Vacuum, dust, and/or wipe down all surfaces.
<input type="checkbox"/>	Scrub out your trash container. (It must be clean and dry).
<input type="checkbox"/>	Be sure that your room, common area and/or bathroom has all the furniture provided by Drew University.
<input type="checkbox"/>	Remove ALL tape, sticky stuff, & adhesives from walls, shelves, doors, windows, etc.



	Beds must be fully assembled, in the lowest possible position, and debunked . Return your bed pins to your RA/HA or the Office of Residence Life and Housing (EC 138).
<input type="checkbox"/>	Be sure that your room, common area and/or bathroom has all the furniture provided by Drew University.
<input type="checkbox"/>	Take all trash to the dumpsters. Furniture or trash left behind will result in personal or common area fines.
<input type="checkbox"/>	Inspect the room/bathroom/ common area to see if that is the condition you want the CRE & Facilities to assess it in.
<input type="checkbox"/>	Remove your room key from any rings you may have.
<input type="checkbox"/>	Close & Lock all windows. If you live on the first floor, please make sure window blinds are down and closed. If you live above the first floor, please leave the window blinds up and open.
<input type="checkbox"/>	Turn off all the lights & lock the door.
<input type="checkbox"/>	If you are the last roommate to leave, please make sure all common areas and bathrooms are in their proper condition.
<input type="checkbox"/>	Find the RA/HA and complete the Room Condition Report(RCR) or Express Check Out form.
<input type="checkbox"/>	Turn in your room key and acknowledge the Key Code as written on your Room Condition Report.
<input type="checkbox"/>	Confirm the RA/HA locks up your entire area.