Move Out Checklist

We have received your Intent to Vacate. Please note that you must visit Housing Services during regular business hours (8:00 a.m. – 4:30 p.m. M-F) to complete a check out form and return your keys. You will continue to accrue rent until your keys are returned to Housing Services. If you are a Boyce student, please remember that your RL must check your room before you move out. You must bring a signed copy of the Boyce RL checkout sheet with you when you visit this office to turn in your keys.

Your unit must be thoroughly cleaned to avoid loss of your deposit. Please follow the guidelines below as they apply to your particular campus housing unit.

- Remove all personal items from your unit and any storage areas. Discard all trash.
- Return all assigned furniture to its proper place. Vacuum or wipe furniture clean.
- Clean all bathroom fixtures.
- Clean windowsills and remove marks/smudges on walls.
- Sweep and mop hard floors; vacuum carpeting. Make sure corners and edges are clean.
- Remove everything from cabinets, shelves, drawers, and countertops. Remove contact paper and wipe clean.
- Remove all food and personal items from refrigerator. Clean outside and inside.
- Clean stove, oven, and wall behind stove, removing all grease and oil.

After you have moved out, we will inspect your unit to determine any charges to be assessed against your deposit. You will be charged for removal of any personal items left behind. If your unit is left in satisfactory condition, your deposit will be refunded to your account 30 days after you move out. Please contact Accounting Services to have your deposit mailed to you.

Please call us at ext. 4203 if you have any questions. Thank you.