

Check Out Check List

Checking out of your room or apartment? Use this handy checklist to ease your move and avoid cleaning and maintenance charges!

Preliminary procedures

- Attend your RA's closing floor meeting to hear valuable information about checking out at the end of the semester.
- Review the two checkout options: traditional checkout or express checkout.
- If choosing traditional checkout, contact your resident assistant to schedule a checkout date and time no later than 72 hours prior to you leaving.
- Make sure to move out by 24 hours after your last final exam and no later than Friday, May 4, at 5:00 p.m. Graduating students should move out no later than 5:00pm on Saturday, May 5.
- Develop a schedule with roommates to divide cleaning work.

Floors

- Have you swept and mopped your floor including the bathroom (and kitchen in apartment area)?
- Have you vacuumed your carpeted areas (if applicable)?

Windows

- Have you re-installed any screens that you may have taken out?
- Have you taken down any signs or stickers displayed in windows?
- Have you removed any remaining tape strips and tape residue?
- Have you closed and locked all of your windows?

Furniture

- Have you removed all of your belongings from your dresser and closet?
- Have you wiped out all drawers in your dresser?
- Have you placed all college-owned furniture back to its original location?
- Have you removed any personal furniture that you moved in?
- Have you returned your loft kit and all of its pieces (if applicable)?
- Have you vacuumed your sofas and chairs (if applicable)?

Walls and doors

- Have you removed any wallpaper, tape and sticky putty that you may have used?
- Have you removed all pictures and posters, including any nails?

- Have you reported any cracks that you have noticed?
- Have you reported any problems you've had with the doors or locks?

Bathroom

- Have you wiped down all of the wall tiles or tub surround?
- Have you wiped down the mirror and sink areas?
- Have you cleaned out the tub or shower area?
- Have you cleaned around and in the toilet bowl?

Kitchen (for apartment housing)

- Have you removed all of your belongings from the cabinets and appliances?
- Have you cleaned out the refrigerator and freezer?
- Have you wiped down the outside and inside of the cabinets?
- Have you wiped down all of the countertops?
- Have you cleaned the oven top, burners and inside of the oven?
- Have you cleaned the microwave (if applicable) inside and out?

Miscellaneous

- Have you thrown out all garbage?
- Have you informed your building staff of any outstanding work orders?
- Have you notified companies and subscriptions of your new address?
- Have you removed all items from the area outside your room/apartment?
- Have you told the building staff about any improvements and suggestions you have for residents next year?
- Have you considered donating any nonperishable items, clothing or furniture you no longer will be using?

Final checkout procedures

- Remember to double-check your room/apartment before leaving. You will not be allowed to return.
- If choosing an express checkout, remember to complete the express checkout form, drop key in the envelope, and seal envelope. Return the completed envelope to your RA.
- If choosing an appointment checkout with an RA, remember to return your room key to your RA and sign your room condition report with your RA.
- Turn off all the lights and lock the door behind you.



Express Checkout Waiver

I have elected to check out of this room using the express checkout option. I have been given the option to check out with a Residence Life staff member and I am waiving this right. I understand that by completing this form I am waiving my right to explain, dispute or appeal any damage not noted on my room condition report at check-in. I agree to pay for any such damages and cleaning charges as they will be billed accordingly to my student account.

Name: _____ GSW Student I.D #: _____
First Middle Last

Cell Phone: _____ Home Phone: _____

Email Address: _____ Alternate Email Address: _____

Residence Hall: Southwestern Oaks 1 Room Number: _____

Southwestern Oaks 2 Room Number: _____

Magnolia Room Number: _____

Southwestern Pines Room Number: _____

**Please have your roommate(s) sign that you have cleaned your share of the common areas.
(Sink, kitchen, living room etc.)**

Roommate A: _____ Roommate B: _____

Roommate C: _____ Roommate D: _____

Check One: I am returning my room key. (Seal in the small tan envelope provided)

I do not have my room key. I understand I will be billed for a lock change.

Please list any room damages or discrepancies below:

By signing below, I agree to the terms as stated above and all provided information is accurate.

Print Name: _____

Signature: _____

Date: ____ / ____ / ____

Office Use Only:

Date Received: ____ / ____ / ____

Verify Key Returned:

Yes No N/A

Comments:

Staff Signature: _____

