

Move-Out To-Do List

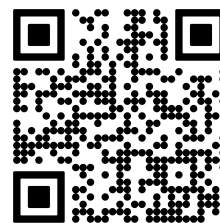
Complete all items on this list before you check out to avoid charges!

To ensure that you incur no additional charges, please use the checklist below to make sure your space is clean and all your items are removed.

- Your room should be clean enough for someone to move in immediately: vacuum, dust, wash, and clean all surfaces (including window sills, tops of heater vents, and inside drawers).
 - Clean behind doors, tops of shelves, and towel racks. Wipe down mirrors.
 - Clean & check windows, walls, and ceilings for tape, hooks, command strips, scuff marks, paint scratches, holes in screens, etc.
 - Remove stickers, posters, and wall hangings from all surfaces, including furniture.
 - Remove all trash/recycling and put it inside designated dumpsters or recycling bins. **Do Not** place trash in donation bins. Wipe out your recycling and trash bins to remove residue.
- Ensure all furniture is present and in its original configuration. Properly assemble all beds (i.e., railings and ladders attached to the bed, etc.).
 - Check ALL desk and dresser drawers to make sure everything has been removed: wipe down desk & inside drawers. Wipe shoe and footprint marks from walls.
- Remove **ALL** personal belongings. All furniture and belongings that are not university property must be removed.
- Close and lock all windows. Close all the shades. Turn off all the lights. Close and lock all doors.
- **Key Return** (if applicable). If you have any brass keys, temporary lock-out keys, or keycards checked out, they must be returned to your community Key Drop location. Keep your Student ID card with you (your key access will simply expire).
- **Complete the [Express Checkout Form](#)**. This is used to inform your housing office when you have cleaned and fully vacated your residence.

A Housing staff member will inspect your space after you vacate.

Form is also available on housing.ucsc.edu/move-out or by scanning the Express Checkout Form QR code →



**Express
Checkout
Form**

- **Apartments Only:** Talk with your housemates about who will clean each part of your apartment (create a chore list for each member).

Bathroom(s)

- Deep clean toilet, tub/shower, and sink(s)
- Wipe mirror(s)
- Mop floor
- Scrub trash/recycling containers

Living/Dining Room

- Wipe tables/chairs, dust lamp(s)
- Vacuum floors (under and behind all furniture)
- Wipe windows, window sills and heaters

Kitchen

- Empty and wipe out refrigerator/freezer
- Deep clean oven, stove top, hood, and burner pan(s)
- Wipe counters, cupboards, sinks, and other surfaces
- Scrub trash/recycling containers and mop floor

Landings/Decks/Balconies

- Remove all belongings
- Sweep

Hurray you are moved out! Have a good summer!

<u>FINES & CHARGES</u>													
<p>Lost / Unreturned Keys:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Res Hall Room key</td> <td style="text-align: right; padding: 2px;">\$140</td> </tr> <tr> <td style="padding: 2px;">Apartment Key</td> <td style="text-align: right; padding: 2px;">\$140</td> </tr> <tr> <td style="padding: 2px;">Apartment Room Key</td> <td style="text-align: right; padding: 2px;">\$30</td> </tr> <tr> <td style="padding: 2px;">Unreturned temporary key card</td> <td style="text-align: right; padding: 2px;">\$25</td> </tr> </table> <p>Other Charges:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Failure to check out properly</td> <td style="text-align: right; padding: 2px;">\$50</td> </tr> <tr> <td style="padding: 2px;">Late/Overstay Move Out</td> <td style="text-align: right; padding: 2px;">\$100/per day</td> </tr> </table> <p style="text-align: center;">housing.ucsc.edu/damages</p> <p style="text-align: center;">Please leave your space ready for new residents!</p>	Res Hall Room key	\$140	Apartment Key	\$140	Apartment Room Key	\$30	Unreturned temporary key card	\$25	Failure to check out properly	\$50	Late/Overstay Move Out	\$100/per day	<p>Substantial charges will be assessed for the following:</p> <ul style="list-style-type: none"> ● Removal of all items left in the room ● Cleaning charges for vacuuming, dirty furniture, and dirty walls as well as dirty refrigerators and stoves/ovens ● Damage or repair for furniture, carpet, walls, etc. <p>Our Maintenance Team will complete a final assessment of the space for damages and cleaning. Related fees will be assessed to student accounts.</p>
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