

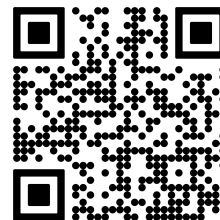
Move-Out To-Do List

Follow this checklist to make sure your space is clean, your personal items are removed, and you've completed all required steps to ensure a successful move-out.

- ☐ Clean your room thoroughly enough for someone to be able to move in immediately
 - Vacuum all flooring
 - Clean all surfaces (including window sills, tops of heater vents, and inside drawers, etc.). Don't forget to clean behind doors, tops of shelves, and towel racks!
 - Clean windows, walls, and ceilings; remove tape, hooks, command strips, and scuff marks.
 - 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.
 - Wipe down mirrors.
- ☐ Ensure all university furniture is present and in its original configuration.
 - Properly assemble all beds (i.e., railings and ladders attached to the bed).
- ☐ Remove **ALL** personal belongings.
 - All personal belongings and furniture that is not university property must be removed.
 - Remember to check all desk and dresser drawers to make sure everything has been 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, 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
- Wipe drawers and/or shelves

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

Landings/Decks/Balconies

- Remove all belongings
- Sweep

Hurray you are moved out! Have a good summer!

Please leave your space ready for new residents to avoid charges!

FEES & CHARGES

Lost / Unreturned Keys:

Res Hall room key	\$150
Apartment front door key	\$150
Apartment room key	\$30
Building key	\$30
Unreturned temporary key card	\$25

Other Charges:

Failure to check out properly	\$50
Late/Overstay Move Out	\$100/per day

housing.ucsc.edu/damages

Charges will be assessed for the following:

- Removal of personal items left in the room or apartment
- Cleaning of dirty flooring, furniture, walls, as well as dirty refrigerators and stoves/ovens
- Damage or repair of flooring, furniture, doors, walls, windows, etc.

Maintenance Teams will complete a final assessment of each residence for damages and cleaning. Related fees will be assessed to each student's university account.