Preparing for Checkout

1. Review your Room Condition Report from move in and discuss any damages that have occurred since then with your roommate to determine who will accept responsibility.
2. Remove all of your belongings and trash from your room. Exception: You may leave your carpet for disposal by student housing staff if it is rolled up and tied. Twine is available at the front desk of your building.
3. Remove all thumbtacks and pushpins. Please leave 3M Command Strips for removal by student housing staff.
4. Thoroughly clean your room by wiping down all furniture, appliances, closets, cabinets, window sills, and blinds. Be sure to clean windows and mirrors. Sweep floors; mop if necessary.

Don’t

• Place unwanted belongings, carpets, furniture, and trash in hallways, bathrooms, or stairwells
• Leave unrolled carpet in room
• Leave without checking out. (This will result in an improper checkout charge of $100.)

Damage Charges

Damage charges, if applicable, will be assessed to your bursar bill.

Most Frequent Damage Charges

• Missing or damaged furniture or mattress: replacement cost
• Peepholes: $15
• Lost keys: $125
• Broken blinds: $75
• Window screens: replacement cost
• Trash removal: minimum $25
• Wall damages: cost of labor and materials to repair

Checking Out

Once checkout preparation is completed:

1. Go to the front desk of your building and request a checkout. (Northgate residents go to RH1.)
2. Accompany the student housing staff member to your room to complete checkout and remain present while the condition of your room is evaluated and charges for damages are assessed.
4. Complete the checkout process by swiping your ID at the front desk.

Parking & Vehicle Info

Parking rules and regulations remain in effect. In order to provide room for emergency vehicle ingress and egress, all vehicles must be parked in legal parking spaces.

Not Allowed

• Trailers
• Moving trucks
• P.O.D. and similar storage containers
• Recreational vehicles