

## MOVE-OUT EXPECTATIONS

You are expected to leave your room in the same condition as when you moved in. This means it should be clean, no holes in the walls, all of your personal items removed, everything in good working condition, and furniture in the proper location.

## SHARED SPACES BILLING

This checklist is intended to help you and your roommate(s) to discuss cleaning tasks as you get ready to move out, especially if you are leaving at different times. There will be a charge assessed to each occupant of the room for trash removal, excessive cleaning and/or any missing or damaged items in all shared spaces. Keep in mind that even though you cleaned, you may still be subject to damage or cleaning charges.

## MICROFRIDGE

Any resident who has rented a MicroFridge is instructed to leave the unit in their assigned room. All units will be picked up the week of May 20 – residents do not need to be present for pick-up.

- Do NOT Unplug Your Unit:** Defrosting fridge can cause water damage to the carpet
- Leave Unit Inside Your Room:** If you have moved or transferred the fridge to another room, please notify Collegiate Concepts. If the MicroFridge cannot be found, you will be billed for a replacement unit.
- Completely Clean Out:** All items in unit need to be removed. Liquids can be dumped in the active room sink. **There will be a \$30 charge assessed by Collegiate Concepts if NOT cleaned.**
- Return With All Parts:** Ice cube trays and ice scraper, top shelf and bottom shelf, microwave plate and ring. There will be additional charges for missing parts.

**If you have any questions or concerns, please call Collegiate Concepts Customer Service Department at : [sales@collegiefridge.com](mailto:sales@collegiefridge.com).** Please note that Collegiate Concepts is a third party vendor and all billing issues will need to be addressed with Collegiate Concepts directly.

## BEDSPACES

- Completely empty your closet and drawers
- Clear under your bed and behind your drawers
- Clean and empty your desk
- Raise the miniblinds (except first floors)
- Return all furniture to the assigned spaces (desk, desk chair, drawers, etc.)
- Close and lock windows
- Vacuum your room
- Turn off all lights. If you have a string light on the walls, DO NOT remove the strip holding the string lights to the wall.
- Throw away all trash in the dumpsters located throughout the student housing community. **Do not place trash in bathrooms, common areas, or stairwells.**
- Donate unwanted clothing and housewares to Goodwill Bins on first floor. **DO NOT PUT MATTRESS PADS IN DONATION BINS**

## MAILBOX AND KEYS

- Clear mailbox in Holly Mailroom
- Forward any mailing addresses for packages and letter mail

- Return mailbox key to Housing Office or Piazza Tent when ready to check out of your room