

MOVE OUT CHECKLIST

Remove all personal belongings.

- Check drawers, closets, and common areas for your things; removal of abandoned property is consistently among the top three charges at move out. Blue and green move out bins will be available for checkout beginning May 2. Please see your Complex Director for details.

Take out trash, boxes, and items you are donating or recycling.

- All trash, boxes, and personal furniture should be taken to the appropriate dumpster or donation truck and not left in rooms or hallways. Utilize external trash and recycling options beginning April 22nd; all Druid Hills (Main) Campus indoor recycling rooms and Clairmont Campus chutes will be locked beginning April 30th.

Clean your sink.

- There should be no signs of toothpaste, dirt, or stains.

Clean bathroom and kitchen areas (if applicable).

- This includes scrubbing down all fixtures (sinks, toilets, bathtubs/showers), wiping down your vanity (including the inside of cabinets and drawers), cleaning your mirror, and mopping all hard surface floors. Do not throw away your university issued shower curtain or rings. Please try to clean your shower curtain as best you can.

Wipe down all furniture, drawers, counters, and windows.

Vacuum all carpeted floors.

Remove all tape, hooks, tacks, and other adhesives from walls.

- Another common charge is for damage from removal of 3M adhesive strips; be careful and diligent when removing these.

Empty and clean recycling bin and leave it inside your room/apartment.

- All rooms and apartments were supplied with one recycling bin at the beginning of the academic year.

Be aware of your move out time.

- It is important that you vacate your room on time to ensure that you are not charged for a late check out. Non-Graduating Students must move out within 24 hours of your last exam. Halls close at 12:00pm on Thursday, May 10. Graduating Seniors must move out by 2:00pm on Tuesday, May 15. Halls close at 2:00pm on Tuesday, May 15.

Turn in your keys.

- If you do not turn in your keys when you vacate your room, you will be charged to change the lock on your room. Keys cannot