

BEFORE WE LEAVE...

SUMMER BREAK

Assigned to:

Done?

I have cleaned out the fridge (no visible signs of debris of any kind). The unit needs to be clean, dry and left open. (If applicable)

I have thoroughly cleaned the bathroom shower, toilet, sink and floor (If applicable)

All Roommates

I have emptied, dusted and wiped down my drawers and/or closet.

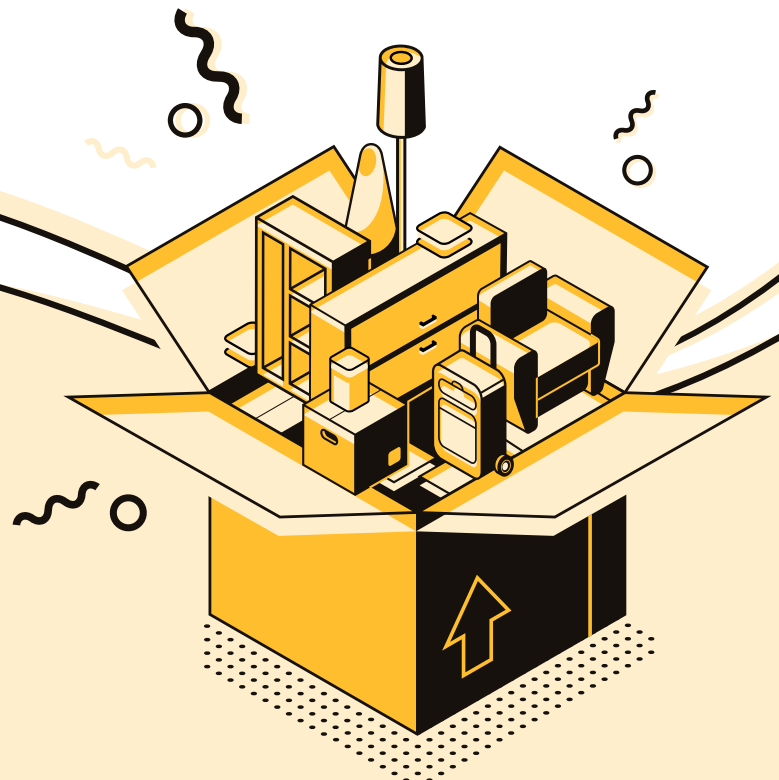
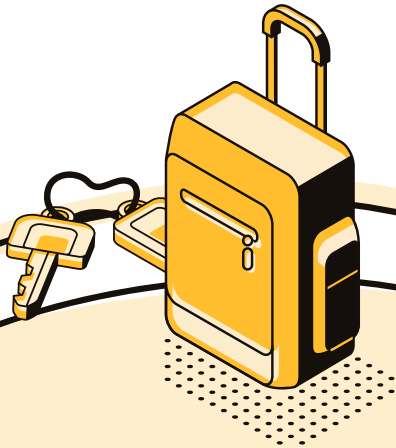
I have closed all windows and pulled down the blinds

I have taken out all garbage and have brought it to the trash room.

All Roommates

I have removed everything off the walls, windows, ceilings, floors and doors (no sticky residue, tape, etc.)

I have swept and/or mopped the floors



ONCE YOU ARE READY TO LEAVE THE ROOM FOR THE LAST TIME:

1. Log into your MyHousing account
2. On the home page click "Complete Express Check Out"
3. Follow the prompts on the next page.