

MOVE-OUT INSTRUCTIONS

CHECKLIST FOR A PROPER CHECKOUT

CHARGES APPLY IF YOU DON'T COMPLETE THESE STEPS IN ORDER

1. CLEAN

- Dispose of trash and recyclables in the bins outside of your building. Leave empty trash cans in your room.
- Empty and wipe down fridges.
- Wipe window sills and drawers.
- Clean and wipe down appliances, cupboards, counters, and furniture.
- Sweep and vacuum all floors.
- Retrieve personal items from the laundry room and common kitchen.

2. RESET YOUR SPACE

- Remove all belongings (pack, donate, or toss).
- Return furniture to original layout. Reference floorplans at bit.ly/cp-moveout.
- Submit a work order for anything broken.
- Close and lock all windows and doors.
- Take a photo of your room for your online check-out.

LEAVE CAL POLY ITEMS

- Surge protectors
- Mini-refrigerator and ice tray
- Light bulbs
- Bunk shelves
- Broiler pan (CV and PCV)
- Garbage disposal wrench (CV)
- Trash and recycling bins

3. CHECK OUT IN THIS ORDER:

- Go to Housing Portal on MyCalPoly.
- Do the **Room Condition Form** first.
- Next, complete the **Express Check-out**. Be sure to upload your room photos.
- Drop your key/access card in the Express Check-out box in your building lobby.

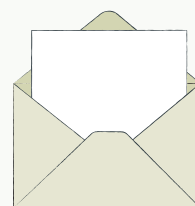
AVOID FEES

- \$20 for access card.
- \$75 for brass key.
- \$25 for an improper check out.
- Complete your forms in order before returning your keys.
- If keys are turned in before forms, you lose access to complete check-out forms.
- We don't accept keys by mail.

REMINDERS



Donate your unused dining dollars to support students in need through **Mustang Meal Share**.



Pick up mail and packages from your **Package Center** before you depart.