**FINAL STEPS - AVOID IMPROPER CHECK-OUT CHARGES!**

1. Each resident needs to check out and turn in their own key/access card. These can’t be mailed back later.

2. When you're all packed up, complete a Room Condition Form in your Housing Portal.

3. Take pictures of your empty room and complete an Express Check-out in your Housing Portal to check yourself out of your room.

4. Drop your keys in the Express Check-Out Key Box! There's a bin in either the lobby or Community Centers of all residence halls and Cerro Vista, in the Pacheco and Canyon Posts, and in Building 31.

5. That's it! You're all checked out. Enjoy your summer!

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**CHECK-LIST FOR A PROPER CHECKOUT**

**1. CLEAN**
- Take trash and recycling out, but don’t wash out the bins.
- Wipe down all hard surfaces — including dressers, drawers, counters, desks, window sills, fridge and any appliances — to remove spills, dirt and dust.
- Sweep and vacuum floors.
- Remove all posters, stickers, tape, hooks and residue.
- Empty refrigerator.

**2. LEAVE THESE THINGS**
- Surge protectors
- Refrigerator, ice tray and bulbs
- Wastebasket and recycle bin
- Broiler pans (Apartments only)
- Garbage disposal wrench (Cerro Vista)
- Moveable shelf on bunk (Res halls)

**3. RESET YOUR ROOM**
- Remove all of your belongings.
- Close and lock windows and doors.
- Return furniture to its original location.

**4. CHECK-OUT**
- Each resident needs to check out and turn in their own key/access card. These can’t be mailed back later.
- When you’ve completed your room prep and you’re all packed up, complete a Room Condition Form in your Housing Portal.
- Take pictures of your empty room and complete an Express Check-out in your Housing Portal to check yourself out of your room.
- Drop your keys in the Express Check-Out Key Box! There's a bin in either the lobby or Community Centers of all residence halls and Cerro Vista, in the Pacheco and Canyon Posts, and in Building 31.
- That’s it! You’re all checked out. Enjoy your summer!