

# SANTA CLARA UNIVERSITY

## APARTMENT & SUITE MOVE-OUT CHECK LIST

Undergraduate residence halls close at 9:00PM on Thursday, June 13, 2024

University Villas close at 12:00PM on Sunday, June 16, 2024

*Residents who need to remain in their assigned space beyond 9PM on Thursday, June 13 must sign up for an extension, including residents at University Villas who are not graduating. Graduating seniors and those transitioning into summer housing on June 17 receive an automatic extension. Failure to complete any of the procedures below may result in assessment of charges or improper checkout fines. Please keep this list on your front exterior door.*

### Kitchen

- Remove all food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building.
- Empty and clean cabinets and counter tops and all applicable appliances including dishwasher, oven & range, microwave, refrigerator & freezer. Leave University provided refrigerator plugged in on lowest setting.
- Clean sink. Run water and garbage disposal to ensure drains are free of food debris. Turn off all faucets.

### Bathroom

- Empty and thoroughly clean your bathroom & clear of any trash, debris, personal belongings including cabinets.
- Wipe down sink(s), counter, shelves, shower. Run water to ensure drains are free of debris. Turn off all faucets.

### Living Areas

- Thoroughly clean all areas, including your bedroom and living room. All areas, including walkways, porch, and balcony areas outside your apartment (as applicable) should be clear of any trash, debris, personal belongings, etc.
- Remove all mounting hooks, squares, and putty, making sure walls are clean and free of any marks or residue.
- Residents may not remove provided University furnishings from the unit.
- All beds must be reset to the middle position prior to 24-hour quiet hours in order to **avoid incurring a \$200 fee.**
- Beds must be un-bunked. Sobrato EF rooms must be set to the lofted configuration.
- Any student who needs assistance resetting furniture must email housing by May 31, 2024.
- Sweep and/or vacuum your floors.
- Close and lock your windows, close your blinds, and turn off all lights. Turn off heater/AC/vents or to lowest setting.
- All personal belongings must be removed from your space and the building. The University assumes no responsibility for property left after residents vacate Housing. The Housing Office reserves the right to remove and/or store possessions left on the premises after residents vacate Housing at the resident's expense.
- After you have completely moved out of your space, log into the Housing Portal via MySCU to complete the electronic Check Out Agreement. Once you have completed the check-out process, students are no longer authorized to occupy their assigned space in their building/living area.
- University Villas residents who have parking gate clickers must return them to Parking & Transportation services prior to departing.

**FAILURE TO CHECK OUT BY ABOVE-MENTIONED TIMES MAY RESULT IN IMPROPER CHECK OUT FINES.**

*Print Name & Departure Date/Time*

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1. \_\_\_\_\_

5. \_\_\_\_\_

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7. \_\_\_\_\_

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8. \_\_\_\_\_

LEAVE THIS FORM ATTACHED TO YOUR FRONT DOOR

CF/NR Initials: \_\_\_\_\_