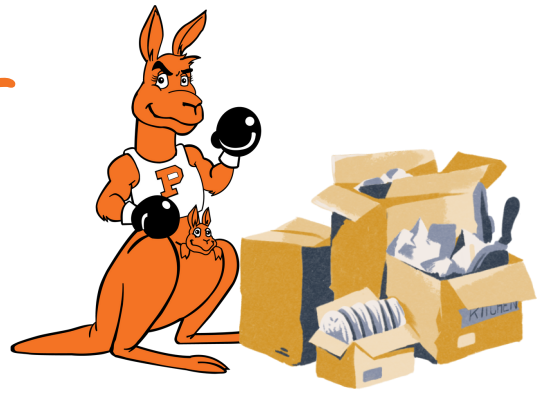


Checklist



Before Move-Out Day

- Create a packing plan and timeline
- Gather packing supplies (boxes, tape, bubble wrap, & packing paper)
- Start packing non-essential items, like out-of-season clothes, books, & decorations
- Donate or sell items you don't need
- Arrange for transportation on move-out day like renting a truck or reserving a moving service
- Confirm move-out procedures & requirements with your college or dormitory

On Move-Out Day

- Pack essential items in separate box or bag
- Pack & label boxes with contents & the room they belong to
- Clean dorm room or apartment thoroughly including walls, floors, appliances, & furniture
- Remove all personal belongings & trash
- Check for damages & document them with photos
- Return all borrowed items to owners
- Return keys, access cards, or other access devices & obtain receipts
- Complete final paperwork
- Turn off all lights, appliances, & utilities
- Lock all doors & windows
- Double check dorm room or apartment to ensure nothing is left behind

After Move-Out Day

- Return any rental equipment
- Update emergency contact information with your college or dormitory
- Submit a change of address request with the postal service to forward your mail
- Follow up with any refund or deposit that you may be eligible for
- Store important documents, receipts, & records in a safe place
- Organize & unpack your belongings
- Send thank you notes to your friends, roommates, professors, & others who have helped you during college experience