

CHECKOUT NOTICE INSTRUCTIONS

Please remember to do the following prior to checking out to avoid fees:

- Remove all personal belongings from space (including food and toiletries).
- Set furniture back to original move-in day position.
- Dispose of all garbage in appropriate trash/recycling bins on your floor.
- Wipe down all furniture.
- Clean the microwave and refrigerator. Dispose of all food. Place all microwave microwave parts (ie: racks, trays) in the microwave.
- Clean bathroom including shower, toilet, and sink.
- Broom-sweep/vacuum floor.
- Close windows and doors upon final departure.
- Turn in ID/key card and mailbox key in the Key Return drop box at the Security Desk.