

Residence Move Out Checklist

Use this checklist for a successful move out!

MY NAME:

MY MOVE-OUT TIME:

Update my address

- ACORN
- Government; Driver's License; Health Card
- Bank
- Credit card
- Cell phone
- Family and friends
- Employer
- Subscriptions
- Charities and associations
- Online shopping accounts (Amazon)

Canada Post: Mail forwarding and Postal Box rentals --> www.canadapost-postescanada.ca

Our housemate move out cleaning plan

Housemates must work together to prepare their unit. Speak to your Residence Advisor if you need support developing a shared housemate plan.

Our move out dates:

Housemate 1:	Housemate 3:	Housemate 5:
Housemate 2:	Housemate 4:	Housemate 6:

We made a plan together that reflects these move out dates.

Donations

Home items: Place in FreeStore donation box delivered to your house. Leave the box in the living room.

Clothing: Place in the donation bin in laundry rooms or in the clear plastic bag provided to your house.

Food: Unopened and unperishable food only. Place in Foley lobby or Residence Centre donation bins.

Textbooks: Place in the box in Residence Centre.

Areas to clean

In all areas...

- Remove all personal items
- Remove all items from walls
- Remove all waste and debris
- Vacuum or sweep all floors
- Mop all hard surface floors
- Wipe down all surfaces
- Reset all furniture to its original location
- Double-check for items and waste in drawers and cupboards, under furniture, and in storage areas

In my bedroom...

Closet: Remove all items and hangers

Bed: Remove bedding, check under mattress and bed, check drawers

Desk: Remove all items, empty and wipe out drawers. Wipe down desktop

Chair: Return provided desk chair to your room, if applicable

Dresser: Remove all items, empty and wipe out drawers; Wipe down surface



Shared areas

Bathroom 1

- Sink: Clean; Wipe down the countertop
- Toilet: Clean thoroughly Toilet: Clean thoroughly
- Shower: Clean thoroughly

Bathroom 2 (if applicable)

- Sink: Clean; Wipe down the countertop
- Toilet: Clean thoroughly Toilet: Clean thoroughly
- Shower: Clean thoroughly

Kitchen

- Sink: Wipe out
- Fridge: Remove all items from fridge and freezer, empty and wipe out. Wipe down surfaces
- Cabinets: Remove all items and wipe out. Wipe down surfaces
- Drawers: Remove all items and wipe out
- Microwave: Clean out and wipe down
- Countertop: Remove all items and wipe down
- Stovetop: Remove any burnt-on food and wipe down
- Oven: Clean thoroughly. Remove all debris and wipe down
- Furniture: Wipe down tables and chairs. Return furniture to its original position

Living Room

- Furniture: Check in, under and behind all seating for items. Vacuum up debris and crumbs in furniture. Return furniture to original placement; Wipe down tables

Storage Room & other applicable areas (Front foyer, hallways, stairs)

- Waste: Remove all waste.
- Personal items: Double-check all areas for items and remove



Waste Removal

Waste: Remove all waste from the entire unit.

Townhouses: Remove all waste from exterior garbage rooms. Place waste curbside between 7:30 am-10:00 am Mondays and Thursdays. To remove waste outside these times, you must bring waste to bins behind Foley Hall.

Foley Hall: Bring all waste to garbage rooms on your floor. If bags do not fit down the chute you must walk them to the bins behind Foley Hall.



Return your keys

Obtain an Express Check Out envelope

Available in your laundry room or at Residence office

Do a final check of the entire unit

Ensure all items on this check list have been completed, or there is a plan with your housemates to ensure everything will be completed.

Lock your bedroom door!

Important!

Fill out the envelope and submit your keys.

Place keys in the envelope and submit to the Residence Centre office or after-hours drop box