



Cal Housing Assignments
Residential & Student Service Programs
2610 Channing Way #2272
Berkeley, CA 94720-2272

Check-Out Instruction Sheet

Before you check out, *you must make sure that:*

1. Your bed is complete including the bed frame, mattress, and mattress pad.
2. Closet doors are in place and footlockers are inside the closets (where applicable).
3. You remove all wall and window decorations, sweep or vacuum floors, and remove debris. You may recycle your cardboard boxes in bins provided by the unit; please check with the unit desk for locations.
4. You arrange the furniture as it was upon your arrival. You are responsible for the return of any furniture you have removed.
5. You remove all personal belongings from the room. A moving and storage fee of \$100.00 per day will be assessed when rooms are not completely vacated for incoming residents.
6. You return bike room keys to the unit office (when applicable).
7. You update your new forwarding address with the US Postal Service at www.usps.gov (if applicable).

To check out, please follow the steps below:

1. Return your keys and sign your Room Keycard at your Unit's Main Office (between 8am and 5pm, Mon.-Fri.). After 5pm, you may put your key in a Check-out Envelope and drop it into the designated drop box for your Unit.**
2. Change your address on Bearfacts online at <http://bearfacts.berkeley.edu> **immediately** after checking out. If you fail to do so, the mail room will be unable to forward your mail. (Note: mail forwarding takes approximately two weeks to re-route, and applies to first class mail only.)
3. Contact the Residence Telephone Service to cancel your Individual Account Code. You may call 643-7000 or send an email to rts@berkeley.edu.

NOTE: Checking out of your room does not constitute cancellation of your residence hall contract, and thus you will be held financially responsible for all payments until your contract is *officially cancelled* through the Assignments Office.

** If you choose to check out via Check-out Envelope, you will not be able to officially sign in your key and may be charged for the key if our records indicate that you did not return your room key. Therefore, make sure to follow up with your Unit Office to avoid unnecessary charges.