



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

## Check Out Instruction Sheet

### CHECKLIST FOR MOVE OUT

- Clean the microwave-refrigerator, leave in the room
- Return all furniture to its original arrangement
- Pack all of your belongings and remove from room
- Remove all wall and window decorations, decals, stickers, hooks, tape, etc.
- Remove any items in bathroom lockers
- Vacuum/sweep the floor
- Make sure all drawers, wardrobes and desks are empty
- Remove all trash
- Remove bike from shed/racks
- Turn off radiator and lights
- Close windows
- Lock doors
- Claim all mail from mailbox, update your local address field in Cal Central and forward all other mail with USPS
- Return your key(s) to the front desk or in check out envelope (you will be charged for any keys not returned and received by unit housing staff)

Failure to remove all belongings, trash, and leave your room in the condition in which you moved in will result in you being charged so be sure to plan accordingly. If there is damage, please work out responsibility with your roommate(s) and RA in advance, otherwise everyone in the room gets charged.

**NOTE: Simply 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 Cal Housing Assignments Office.**