

## Main Campus & East Campus Checkout Checklist

*Final Move-Out Deadline: Saturday, December 20, 2025, at noon.*

### ☐ **Pack All Personal Belongings**

- ☐ Sort items by size for easy transport
- ☐ Have everything ready *before* you check out.

### ☐ **Borrow & Return a Moving Cart (If Needed)**

- ☐ Available at Building 12 (Main Campus) and Promontory Leasing Office
- ☐ Use quickly and return promptly for others.

### ☐ **Clean and Reset Your Room**

- ☐ Return furniture to original layout

### ☐ **Donate or Throw Away**

- ☐ Donate to Basic Needs donation site
- ☐ Use the dumpsters located in each area. (don't overfill)

### ☐ **Check Damage Billing & Submit Work Orders**

- ☐ Review your area's damage checklist
- ☐ Submit urgent work orders before checking out

### ☐ **Return All Keys in a White Envelope**

- ☐ Pick up an envelope, fill it out completely, seal with all keys inside
- ☐ Drop off at your assigned black drop box location

### ☐ **Update Your Mailing Address**

- ☐ Pick up all packages by December 19
- ☐ Change your shipping address to avoid returned items

### ☐ **Use Up Your Meal Plan by December 19, 2025**

- ☐ Check your balance and spend remaining swipes/dollars
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