Residence Move Out Checklist

Use this checklist for a successful move out!

MY NAME:

MY MOVE-OUT TIME:

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- **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](http://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 2:
  - Housemate 3:
  - Housemate 4:
  - Housemate 5:
  - 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

<table>
<thead>
<tr>
<th><strong>Bathroom 1</strong></th>
<th><strong>Bathroom 2 (if applicable)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sink: Clean; Wipe down the countertop</td>
<td>Sink: Clean; Wipe down the countertop</td>
</tr>
<tr>
<td>Toilet: Clean thoroughly</td>
<td>Toilet: Clean thoroughly</td>
</tr>
<tr>
<td>Shower: Clean thoroughly</td>
<td>Shower: Clean thoroughly</td>
</tr>
</tbody>
</table>

**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