

Residence Move Out Checklist

My move out plan

My travel plans

	My move out time:	
	My travel plan	

My storage needs

Store Your Dorm: <http://storeyourdorm.ca/> | Second Closet: <https://www.secondcloset.com/>

	What I am doing with my belongings:	
	If using a service, pick up time (before 12pm, Move Out Day)	
	Inform Residence office of item pick up date	

Updating my address

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

	<ul style="list-style-type: none"> ▪ UofT (ACORN) ▪ Service Canada/ Canadian Government ▪ Service Ontario: Driver's License; Health Card ▪ Bank ▪ Credit card issuer ▪ Cell phone provider 	<ul style="list-style-type: none"> ▪ Family and friends ▪ Employer ▪ Magazine and store subscriptions ▪ Charities and associations ▪ Online shopping accounts (Amazon) ▪ Other: _____
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Our housemate move out cleaning plan

	Our move out dates	Housemate 1: _____	Housemate 3: _____
		Housemate 2: _____	Housemate 4: _____
	We made a plan together	See " Housemate Move Out Worksheet ", or create your own!	

Areas to clean

My bedroom

	Closet: Remove all items including hangers
	Bed: Remove bedding, check under mattress/bed, check drawers (if applies); Return to original location
	Desk: Remove all items, empty and wipe out drawers; Wipe down surface
	Chair: Return provided desk chair (in the case I brought my own)
	Dresser: Remove all items, empty and wipe out drawers; Wipe down surface
	Floor: Vacuum/sweep & mop; remove all debris
	Waste: Remove all waste
	Personal items: Double check all areas for items left behind and remove
	Walls: Remove all items from walls

Shared areas

Bathroom(s)

Shower cleaning: <https://tinyurl.com/residenceshowercleaning> | Toilet Cleaning: <https://tinyurl.com/residencetoiletcleaning>

Bathroom 1		Bathroom 2 (Where applicable)	
	Sink: Clean; Wipe down vanity countertop		Sink: Clean; Wipe down vanity countertop
	Toilet: Clean thoroughly		Toilet: Clean thoroughly
	Bathtub/Shower: Clean thoroughly		Bathtub/Shower: Clean thoroughly
	Floor: Vacuum/sweep & mop; remove debris		Floor: Vacuum/sweep & mop; remove debris
	Walls/mirror: Remove any items; Wipe down		Walls/mirror: Remove any items; Wipe down
	Waste: Remove all waste		Waste: Remove all waste
	Personal items: Check for items and remove		Personal items: Check for items and remove

Kitchen

Stovetop cleaning: <https://tinyurl.com/residencestovecleaning> | Fridge cleaning: <https://tinyurl.com/residencefridgecleaning>

	Sink: Clean; Wipe down vanity countertop
	Cabinets: Remove all items, empty and wipe out; Wipe down surface; Leave open
	Drawers: Remove all items, empty and wipe out drawers; Wipe down surface
	Microwave: Clean out, wipe down
	Countertop: Remove all items, wipe down
	Stovetop: Clean thoroughly; Remove any burnt on food
	Oven: Clean thoroughly; Remove all debris and wipe down
	Floor: Vacuum/sweep & mop; remove all debris
	Waste: Remove all waste
	Personal items: Double check all areas for items left behind and remove
	Walls: Remove all items from walls
	Furniture: Wipe down tables and chairs; return furniture to origin

Living Room

	Furniture: Check in, under and behind all seating for items; vacuum up debris and crumbs; Return furniture to original placement; Wipe down tables
	Floor: Vacuum/sweep & mop; remove all debris
	Waste: Remove all waste
	Personal items: Double check all areas for items left behind and remove
	Walls: Remove all items from walls

Storage Room & Other areas where applicable (Front foyer, Hallways, Stairs)

	Floor: Vacuum/sweep & mop; remove all debris
	Waste: Remove all waste. <i>Townhouses:</i> Remove all waste from exterior garbage rooms.
	Personal items: Double check all areas for items left behind and remove
	Walls: Remove all items from walls

Waste removal: Garbage, recycling, and compost

	Waste: Remove all waste from the entire unit. <i>Townhouses:</i> Place waste curbside between 8:30am-10:00am Mondays and Thursdays. Please see email for final curbside pickup. To remove waste outside these times, you must bring waste to bins behind Foley Hall. <i>Foley Hall:</i> 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.
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Donations

	We will be collecting items of value for the UTSC FreeStore or one of our other donation partners (clothing, small appliances, dishes, etc.) in the Residence Centre, and we will also provide you with a collection box or bag in your unit. Please follow the donation instructions provided on the box or bag.
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Final step: Return your keys

	Obtain an Express Check Out envelope	Available in laundry rooms or the Residence Centre.
	Do a final check of the entire unit	Ensure all items on this check list has 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 after-hours drop box. The slot is located outside the front of the Residence Centre, left of the office windows.

Questions?

Email: Residence.utsc@utoronto.ca | Live chat: <https://utsc.utoronto.ca/residences/> | Phone: 416-287-7365