

SANTA CLARA UNIVERSITY

APARTMENT & SUITE CLOSING CHECK LIST

All undergraduate residents must move out by 9:00PM on Thursday, June 15, 2023

Only residents granted an extension may remain in their assigned space beyond 9PM on Thursday, June 15. Graduating seniors may remain in their assigned space until 12:00PM on Sunday, June 18, 2023. Residents are expected to complete the following checkout procedures before leaving for the year. Failure to complete any of the procedures below may result in assessment of charges or improper checkout fines. Please keep this list on your front exterior door.

Kitchen

- Remove all food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building.
- Empty and clean cabinets and counter tops and all applicable appliances including dishwasher, oven & range, microwave, refrigerator & freezer. Leave University provided refrigerator plugged in on lowest setting.
- Clean sink. Run water and garbage disposal to ensure drains are free of food debris. Turn off all faucets.

Bathroom

- Empty and thoroughly clean your bathroom including cabinets, counter/vanity and shelves.
- Wipe down your sink(s) and shower. Run water to ensure drains are free of debris. Turn off all faucets.
- Bathroom should be clear of any trash, debris, personal belongings, etc.

Living Areas

- Thoroughly clean all areas, including your bedroom and living room. All areas, including walkways, porch, and balcony areas outside your apartment (as applicable) should be clear of any trash, debris, personal belongings, etc.
- Remove all mounting hooks, squares, and putty, making sure walls are clean and free of any marks or residue.
- Residents may not remove provided University furnishings from the unit.
- All beds must be reset to the middle position prior to 24-hour quiet hours in order to **avoid incurring a \$200 fee.**
- Beds bunked by Housing request at University Villas will be reset by Housing staff after closing. Lofts in Sobrato EF rooms must remain lofted.
- Sweep and/or vacuum your floors.
- Close and lock your windows, close your blinds, and turn off all lights. Turn off heater/AC/vents or to lowest setting.
- All personal belongings must be removed from your space and the building. The University assumes no responsibility for property left after residents vacate Housing. The Housing Office reserves the right to remove and/or store possessions left on the premises after residents vacate Housing at the resident's expense.
- After you have completely moved out of your space, log into the Housing Portal via eCampus to complete the electronic Check Out Agreement. Once you have completed the check-out process, students are no longer authorized to occupy their assigned space in their building/living area.
- University Villas residents who have parking gate clickers must return them to Parking & Transportation services prior to departing.

FAILURE TO CHECK OUT BY ABOVE-MENTIONED TIMES MAY RESULT IN IMPROPER CHECK OUT FINES.

Print Name & Departure Date/Time

Print Name & Departure Date/Time

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

LEAVE THIS FORM ATTACHED TO YOUR FRONT DOOR

CF/NR Initials: _____