Ten Easy Steps for Year End Check Out

Residents: Please use the following checklist as you prepare to check out at the end of the school year. If you have any questions, ask your RA. As a reminder, you must be checked out prior to 9 am on Friday, June 14th, 2019.

1. Attend Your Closing Floor Meeting (May 26 – June 2)

Detailed instructions about check out will be/were provided during the Closing Floor Meeting. If you did not/cannot attend this meeting, be sure to contact your RA to get the details about closing procedures.

2. Complete a Housing Extension Request Form (ONLY if you need an extension)

All students are required to check out within 24 hours after their last final or before 9 am Friday, June 14; whichever comes first. Students who are involved with commencement and need to stay past 9 am on Friday, June 14 must complete an extension form by Thursday, June 6 at 9 am. Students who submit an extension form should receive an email notification by end of day on Friday, June 7. If students have not received a response, they should check their junk and clutter folders before reaching out.
3. Remove Personal Belongings Out of Storage (if applicable) & Donate Unwanted Items

Make arrangements to retrieve your personal belongings from the storage area on your floor and return university furniture to its original location to avoid any unnecessary charges.

No space to take all your stuff home? Don’t trash it… donate it to the DU Center for Sustainability Thrift Shop! The Center for Sustainability will be taking donations of gently used items and shelf-stable foods to go into their Orientation Week Thrift Shop next fall. This keeps perfectly good items out of the landfill, helps you Marie Kondo your life, and provides a cheap and sustainable way for incoming students and our community to furnish their rooms, apartments, and closets.

Donation locations are on the first floor of every residence hall and are clearly marked. Please sort your donations according to the signs on the walls and please do your best to keep the rooms neat and organized. These donations are NOT a free store - so please DO NOT TAKE any items from the donation rooms. Click here for a list of acceptable items.

Questions? Email Emily Schosid at emily.schosid@du.edu

4. Be Cautious and Lock Your Room

This is a high-theft time of year. Always lock your door and do not leave any of your belongings unattended.
5. Sign Up for a Time to Check Out with Your RA

Make sure to arrange a check out time at least 24 hours in advance with your RA. You must adhere to this time in order to check out properly. Your RA will have a signup sheet posted on or near their door after your floor meeting. Pick a check out time that will allow you to ensure that your room is completely clean and all personal belongings have been removed before your designated check out time when you will return your keys.

6. Prepare for Preliminary Room Checks (the week of May 26)

Your RA will complete preliminary room checks with you to provide guidance and answer any questions about closing procedures. This is an opportunity for you and your roommates/suitemates to prepare for check out. Here are some things to think about:

- Trash bags will be provided, so you can collect and discard excess papers and trash.
- Place any dining utensils (glassware, dishes, silverware, etc.) from the food service areas in the boxes provided.
- Clean out the Micro Fridge or refrigerator and microwave in your room.

7. Avoid the Most Common Charges

Please visit our website or click here for a list of charges that are assessed at check out.
8. Move Your Personal Items Out and Clean Your Room

Ensure that all of your personal items are removed from your room and that your room is completely clean before your check out time. Wipe clean all surfaces and vacuum the floor. Your room should be in the same condition as it was when you moved in at the beginning of the year.

9. Take Your Bike Home

Campus Safety will remove bikes left outside after closing. Please remember to take your bike home with the rest of your belongings.

10. Check Out of Your Room

Your RA will observe the condition of your room/apartment and it will be compared to what is noted in the Online Room Inspection. Any new damages will be recorded along with missing items, cleaning items, and maintenance charges. Additional charges may be added by professional staff when they check your space. **If you have a roommate or suitemate and you are the first person to check out, it is possible that damages and missing items may not be discovered until your roommate/suitemate is out of the room.** All charges will be itemized and deducted from your housing deposit; the balance of your deposit will be placed on your student account or used as a deposit for on-campus housing next fall. Your RA will collect your room, mailbox, and storage keys (if applicable) from you and lock the door once the checkout is completed. Because of this, make sure you are completely moved out and ready to leave when your check out time arrives. All first class mail will be forwarded to your permanent home.
address on file on your Pioneer Web account. Make sure to change your billing address for magazines and important or time-sensitive mail.

Thank you,

Housing and Residential Education