How to Move Out and Avoid Charges

Preparing to move out

☐ Adjust bed to standard height and reset furniture back to standard setting.
☐ Visit "Room features" section of your building at nau.edu/halls.
☐ Be prepared to report if any items or furniture are missing from your living space.
☐ Be prepared to describe and upload photos of any items or furniture that are damaged (not normal wear and tear).
☐ Move all of your belongings fully out of your living space, shared space, and hallway area.
☐ Empty all personal trash and recycling in the designated dumpsters outside of the building.
☐ Using the below checklist, thoroughly clean your apartment.
☐ Return any checked-out resources and spare keys to the front desk. Pickup any packages while you are there.
☐ Lock your window and close your blinds.
☐ Go to the housing portal to complete online checkout.
☐ Present your checkout confirmation email to staff when you return all keys to the front desk.
☐ Remember to take your bike.

Checklist for cleaning your space
Hall staff will use a similar list to ensure your space has been vacated properly.

### Doors
- Items removed
- No holes

### Wardrobes & Dresser
- Items removed
- Cleaned and dusted
- No missing rods
- No broken wheels/rails

### Bed & Mattress
- Cleaned
- Frame/structure not damaged
- No rips or holes

### Windows
- Stickers/signs removed
- Windows locked
- Blinds not missing or broken
- No cracked glass
- Screens no bends, rips or holes

### Heater (if applicable)
- Set to standard setting
- No paint missing

### Trash/Recycling (2)
- Empty
- Cleaned (inside and outside)

### Lights
- Are working

### Desk & Chair
- Items removed
- Adjustable chairs can rise
- No breaks or cracks
- No broken chair wheels

### Vanity, Counter, Cabinets & Sink
- Items removed
- Mirror has been cleaned
- Sink & counter cleaned
- Handles present & working
- No damage (burns, holes etc)
- No leaks

### Bathroom
- Items removed
- Toilet cleaned (inside and outside)
- Shower cleaned (inside and outside)
- Curtain rod & curtain present
- No damage
- No leaks

### Walls & Ceiling
- Items removed (no decorations, hooks, stickers or residue)
- No holes or marks
- Paint in good condition
- Smoke detector present
- Sprinkler not damaged

### Kitchen
- Items removed (check refrigerator, oven, cabinets, & dishwasher)
- Stove/Oven cleaned
- Burners working
- Refrigerator cleaned (inside and outside)
- Stickers removed (leave housing magnet)
- Defrosted (end of spring semester only)
- Sink cleaned (no food etc)
- Counter cleaned
- Cabinets cleaned
- Handles present & working
- No leaks
- No damage (stains, burns, holes etc)

### Living Room
- Couch cleaned
- No damage (tears, rips, stains, etc.)
- Coffee/end table cleaned
- Legs intact
- No damage (burns, scratches, breaks, etc.)

### Laundry
- Items removed
- Washer & dryer surfaces cleaned
- Lint removed
- No leaks

### Carpet/Flooring
- Carpet vacuumed
- Hard flooring swept/mopped
- No stains, rips or burns

For any questions or concerns about moving out, reach out to hall staff prior to your departure.