

HOW TO MOVE OUT AND AVOID CHARGES

TRADITIONAL

Preparing to move out

- Reset furniture back to standard setting, only reset the bed height if it is too low to fit the desk under. [\(How to\)](#)
 - 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 room and hallway area.
- Empty all personal trash and recycling in the designated dumpsters outside of the building and wash out your receptacles
- Using the below checklist, thoroughly clean your room.
- 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.



Visit Resources
and Forms in the
Housing Portal

Checklist for cleaning your space

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

Front Door

- Items removed (no decorations, hooks, stickers or residue)
- 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

Refrigerator

- Items removed (leave housing magnet)
- Cleaned (inside and outside) (How to)
- Left on with door closed

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 [\(How to\)](#)
- No paint missing

Shelves

- Empty
- Cleaned and dusted
- No damage (burns, holes etc)

Desk & Chair

- Items removed
- Adjustable chairs can rise
- No breaks or cracks
- No broken chair wheels

Trash/Recycling (2)

- Empty
- Cleaned (inside and outside)

Lights

- Are working

Carpet/Flooring

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

Vanity & Sink

- Items removed
- Mirror has been cleaned
- Sink has been cleaned
- Handles present & working
- 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

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