

HOW TO MOVE OUT AND AVOID CHARGES

SUITE STYLE

Preparing to move out

- F** Reset furniture back to standard setting, only reset the bed height if it is too low to fit the desk under. [\(How to\)](#)
- F** Visit "Room features" section of your building at nau.edu/halls.
- F** Be prepared to report if any items or furniture are missing from your living space.
- F** Be prepared to describe and upload photos of any items or furniture that are damaged (not normal wear and tear).
- F** Move all of your belongings fully out of your room, shared space, and hallway area.
- F** Empty all personal trash and recycling in the designated dumpsters outside of the building and wash out your receptacles
- F** Using the below checklist, thoroughly clean your suite.
- F** Return any checked-out resources and spare keys to the front desk. Pickup any packages while you are there.
- F** Lock your window and close your blinds.
- F** Go to the housing portal to complete online checkout.
- F** Present your checkout confirmation email to staff when you return all keys to the front desk.
- F** 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

- F** Items removed
- F** No holes

Wardrobes & Dresser

- F** Items removed
- F** Cleaned and dusted
- F** No missing rods
- F** No broken wheels/rails

Bed & Mattress

- F** Cleaned
- F** Frame/structure not damaged
- F** No rips or holes

Refrigerator

- F** Items removed (leave housing magnet)
- F** Cleaned (inside and outside) or broken
 - F** No cracked glass
 - F** Screens no bends, rips or holes

Heater (if applicable)

- F** Set to standard setting [\(How to\)](#)
- F** No paint missing

Shelves

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

Desk & Chair

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

Trash/Recycling (2)

- F** Empty
- F** Cleaned (inside and outside)

Lights

- F** Are working

Carpet/Flooring

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

Vanity & Sink

- F** Items removed
- F** Mirror has been cleaned
- F** Sink has been cleaned
- F** Handles present & working
- F** No leaks

Bathroom

- F** Items removed
- F** Toilet cleaned (inside and outside)
- F** Shower cleaned (inside and outside)
- F** Counter cleaned
- F** Curtain rod & curtain present
- F** No damage (no broken curtain rods, handles, shower head, soap shelf etc.)
- F** No leaks

Walls & Ceiling

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

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