Move-Out A-Z

Follow the steps below to ensure you have a successful and hassle-free move-out experience! Thank you again for choosing to make Armstrong Housing your home away from home this year!

1. Don’t wait until the last minute to start packing your belongings. Set small goals for packing over the next couple of weeks to avoid the mad dash on move-out day!

2. Make sure you and your roommates are clear on cleaning expectations for move-out, and take a moment to fill out the “communal responsibility form”. This option will be explained at your end of the year building/floor meeting, or you can follow up with your RA personally. It will provide you a certain level of protection by allowing you and your roommates to select specific cleaning responsibilities for the common areas in preparation for move-out. You don’t want to be stuck with a bunch of cleaning fines because your roommates didn’t clean up their own messes!

3. Think about what type of room inspection you want!

Standard Move-Out Inspection: If you want to participate in a standard move-out inspection, you will need to sign up online via Sign-up Genius for an appointment with your resident assistant. Your RA will send you an email with a link so that you can sign up for a time. This is a good option for students who want to be present during the move-out inspection so that they can explain any items that could receive fines. **Students wishing to do a standard move-out must sign up online no later than 5 p.m. on Wednesday, April 29.**

Express Move-Out: In an express move out, you are provided with more flexibility on your departure time. When you are ready to move out, and you have removed all belongings from your space, come to your area office to complete an express move out envelope and turn in your keys. Your RA will reenter your space after all occupants have moved out to complete a room inspection.

4. Move out ON TIME! This is very important! All students must be moved out of housing by **5 p.m. on Sunday, May 10th.** There will be no exceptions, and students who are not out by this time may receive a fine of $100 for improper move-out.

Visit or call your area office if you have questions, or email housing@armstrong.edu.

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Move-Out Check List
Armstrong Residential Communities

**Be sure you complete the following before you move-out!**

- Remove all personal belongings from your bedroom, common room spaces (living room, kitchen, bathroom, etc.) and university furniture (desk, drawer, cabinets, etc.)

- Ensure all University provided furniture is placed in its appropriate room location

- Prepare your bedroom for move-out:
  - Wipe down the inside and outside of all hard surfaces and drawers
  - Clean and wipe down the closet mirror (if applicable)
  - Clean the floor by either vacuuming or sweeping and mopping

- Prepare your bathroom/vanity area for move-out:
  - Clean and wipe down the mirror
  - Clean and wipe down the sink
  - Wipe down the inside and outside of all hard surfaces and drawers
  - Clean the walls and floor surfaces of the tub/shower
  - Clean the inside and outside of the toilet
  - Clean the floors by sweeping and mopping

- Prepare your kitchen for move-out (if applicable):
  - Clean and wipe down the sink
  - Clean the inside and outside of the microwave
  - Clean the inside and outside of the stove/oven
  - Wipe down the inside and outside of all hard surfaces and drawers
  - Clean the inside and outside of the refrigerator
  - Clean the floor by sweeping and mopping

- Prepare your living room for move-out:
  - Wipe down the inside and outside of all hard surfaces
  - Vacuum underneath the sofa and couch cushions
  - Clean the floor by either vacuuming or sweeping and mopping

- Remove and dispose of all trash into the dumpsters

- Close and lock all the windows in your apartment/suite

- Turn off all lights within your apartment/suite

- Lock all the doors in your apartment/suite

- Complete an express-check out in the area office if you did not complete a standard move-out.