

Before moving out of EARP Residence, please ensure that you:

- Pack up all personal items and belongings
- DO NOT leave any belongings in your room/washroom. Any items/belongings left behind will be considered abandoned and removal costs will be charged to you
- Remove posters, drawings/window art, and adornments (including tape/stickers) from all surfaces (walls, windows, ceilings, doors, etc.) within your bedroom and washroom
- Remove all garbage/recycling and dispose of into the proper bins in the garbage room
- Ensure all non-Brock items are removed; consider placing unwanted items in donation bins located around campus
- Clear closet, cabinets, shelves, drawers, and surfaces and wipe clean
- Vacuum the carpet
- Place furniture back in its correct location - see back of move-in inventory and condition report for diagram or refer to <https://brocku.ca/housing/earp/> for a typical room layout
- Return bed height to its original position: there are 2 black lines on the foot board, place the bed spring between these lines
- Unzip and remove the mattress protector that is over your mattress and leave it in your room, this will be inventoried during the move out inspection
- In the Washroom:
 - Pack up all your toiletries and personal items
 - Scrub clean the sink, toilet, and tub free of soap residue, hair and grime
 - Clear the cupboard, cabinet, and countertop - wipe clean along with the mirror
 - Wash the floor
- Securely close and LOCK both the inside and outside pane of the windows in your bedroom; pull blinds fully across and close to fully cover the windows
- Turn thermostat in your room to 16°C
- Turn off all lights in your bedroom (closet and ceiling) and bathroom
- LOCK your washroom door and LOCK your bedroom door (ensure it is shut tight behind you) **and take your student card and the completed express check out form to the EAST SERVICE DESK to check out**
- While at the service desk - don't forget to check if you have any mail or packages remaining to pick up

DO NOT leave without checking out at the desk!

You are not considered to be "moved out" until you formally sign out with the East Service Desk and hand in your signed express check out form. If you do not check out by your scheduled move-out date and time, you will be in violation of the Residence Agreement, this carries a \$100 fine (per day or any part of a day) and you will still be required to leave immediately.

****PLEASE NOTE: Your card will not allow access to your building/room past 12 noon on your move-out date.**

AVOID YEAR END DAMAGE CHARGES

Help yourself save money and avoid charges by ensuring you take the time to know what you need to do in your room before leaving. Learn more about common repair, replacement, and/or cleaning costs that you will incur if found in your room at <https://brocku.ca/housing/moving-out/end-of-winter-term/>