

What do I need to do in VILLAGE Residence before I move out?

- Pack up all your personal items/belongings
- DO NOT leave any items/belongings behind. All 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 and doors within the unit and bedroom
- Remove ALL garbage/recycling and dispose of it into proper outside dumpsters
- Ensure all non-Brock items are removed; consider placing unwanted items in donation bins located around campus
- In the bedroom:
 - Clear wardrobe, cabinets, drawers, shelves and surfaces and wipe clean
 - 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/village/> for a typical room layout
 - Put beds back to their original state: in the double rooms, beds must be re-bunked at height between the 2 lines (in courts 7-12) or set back to bed over desk (in courts 1-6). **Be sure to put the pegs back in place so the beds are properly secured.**
 - Unzip and remove the mattress protector that is over your mattress and leave in your room, this will be inventoried during the move out inspection
- In the Washrooms:
 - Pack up all your toiletries and personal items
 - Scrub clean the sink, toilet, and shower/tub free of soap residue, hair and grime
 - Clear cupboard, cabinet, and countertop-wipe clean along with mirror
- In the Kitchen:
 - Empty of all items and wipe clean the fridge/freezer both inside and out
 - Clean stove top (including the element rings and burner plates) and inside oven (including the racks and oven bottom)
 - Clean the microwave (wiping inside and outside surfaces)
 - Clear cupboards, drawers, and countertops and wipe clean
- Vacuum the carpets throughout (living room, stairs, bedroom) and wash the floors throughout (bathrooms, kitchen, storage and vestibule)
- Securely close and LOCK ALL windows in unit and your bedroom; pull blinds fully across window and close to cover window. **Courts 10,11,12 – ensure security bar on ground level windows is locked in place*
- Turn the thermostat down to 60°F (16°C), set the fan to AUTO and make sure to leave on HEAT mode
- Turn off all lights in your bedroom and throughout the unit
- LOCK your bedroom door and unit door (ensure it is shut tight behind you) and **take your keys, student card and the completed express check out form to the SOUTH SERVICE DESK to check out**
- On your way to the desk – don't forget to check your mailbox
- While at the service desk – don't forget to check if you have any packages remaining to pick up

DO NOT leave without checking out at the desk!

You are not considered to be “moved out” until you return your keys and formally sign out with the South Service Desk and hand in your signed express check out form. If you do not hand in your keys by your scheduled move-out date and time, a lock change will be initiated at your expense AND you will be considered in violation of the Residence Agreement. A charge of \$100 applies (per day or any part of a day) and you will still be required to leave immediately.

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/>