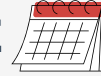


NEW COLLEGE MOVE-OUT CHECKLIST

All residents have a deadline to check out of residence. This deadline is *whichever date is earlier*: [1] within 48 hours of your final Winter assessment or [2] by 12pm (noon) on May 1, 2025.

A) 1-2 WEEKS BEFORE YOUR DEPARTURE



- ☐ Update your mailing address wherever necessary (including online shopping accounts) so your mail and packages are not sent to residence after you leave.
- ☐ Make sure you have packing containers, such as boxes or suitcases.
- ☐ Need to store items over the summer? Research storage companies and make a booking.
- ☐ Consider donating good-condition clothing and working items that you no longer want.

B) WEEK OF YOUR DEPARTURE



PACK YOUR BELONGINGS

Pack up all your personal belongings. Remember to check:

- ☐ under your bed
- ☐ on top of your closet
- ☐ inside all desk/closet drawers
- ☐ in the laundry room
- ☐ in the common room and fridge
- ☐ in the washrooms



CHECK FOR MAIL

Any mail or packages left behind are returned to the sender.

- ☐ Check your mailbox for mail.
- ☐ Collect any remaining packages at the Front Desk.

CLEAN YOUR ROOM



Tidy up your space. This includes:

- ☐ Place garbage and recycling in your bins.
- ☐ Place food waste in the hallway green bins.
- ☐ Place any extra/oversized garbage in bags in the middle of your room and label as garbage.
- ☐ Clean any markings on your walls or furniture.
- ☐ If rearranged, return your furniture to its original position.

RETURN YOUR FRIDGE



Prepare your fridge for pick-up:

- ☐ Contact the rental company to arrange a return (Campus Fridge: 905-731-6381).
- ☐ Scrape any ice out of the fridge's freezer and place it in a sink (to avoid melting).
- ☐ Unplug your fridge.

NEW COLLEGE MOVE-OUT CHECKLIST

C) DAY OF YOUR DEPARTURE



DOUBLE-CHECK BELONGINGS

Make sure that you have all your important items with you, such as:

- ☐ Wallet
- ☐ Phone
- ☐ Personal identification/passport
- ☐ Valuables
- ☐ Medications
- ☐ immigration documents

CLOSE UP YOUR ROOM



Say goodbye to your space!

- ☐ Do a final room scan for any forgotten items.
- ☐ Close and lock all room windows. Pull window blinds/drapes into a closed position.
- ☐ Turn off all the lights in your room.
- ☐ Lock your room door (ensure that it is shut tight behind you).

RETURN YOUR KEYS



- ☐ **Return all your keys (room and mailbox) to the Wilson Front Desk before you leave!**
- ✓ You must be present to return your keys and check-out at the Front Desk. Other people cannot complete the process on your behalf.
- ✓ Expect delays during peak move out times, so give yourself extra time to check out.
- ✓ You may be subject to an improper check-out fee and/or key replacement fee if you do not return your keys and complete the check-out process.

IMPORTANT CLEANING NOTE !

Rooms that require extra work for caretaking to clean may be subject to a cleaning fee.

QUESTIONS ABOUT MOVE-OUT?

Contact the **Office of Residence and Student Life:**

Wilson Hall, second floor (beside Wilson Lounge)

Email: new.residence@utoronto.ca

Tel: 416-978-8875

