



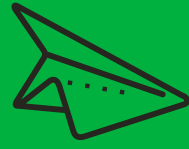
# Move Out Checklist

## Prior to Leaving -----

- Complete Move out Form - 30 Days in Advance
  - Change Address with United States Postal Service
    - management will not forward mail
  - Update Address on MyMU Portal
    - refunds will be sent to this address
  - Put in maintenance request to have TV unmounted one (1) week prior to move out
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## -----Items to Clean

Stove top, Burner drip pans, Oven, Racks, and Door  
Microwave  
Refrigerator and freezer  
Inside Cabinets, drawers, and shelves  
Washing machine and Dryer Vent  
Toilet and toilet base  
Mirror, Vanity, Cabinets in bathroom  
Shower  
Vacuum and Mop



## Reminders -----

- Check all closets, dressers, and drawers for belongings
  - Remove any nails and picture hooks
    - DO NOT Spackle or paint holes
  - Place TV mount and supplies in top drawer beside refrigerator
  - Check and clean out mailbox
  - Remove all Trash
  - Return Apartment Key, Mail Key, and Access cards to front desk staff
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