

# **GRADUATE & LAW HOUSING**

## **CLOSING CHECK LIST – SPRING 2023**

**Santa Clara Law residents must move out by 9:00pm on Wednesday, May 31, 2023.**  
**Graduate Program residents must move out by 9:00pm on Friday, June 30, 2023.**

*Residents are expected to complete the following checkout procedures before leaving for the year. Failure to complete any of the procedures below may result in assessment of charges or improper checkout fines.*

### **Kitchen**

- Remove all food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building.
- Empty and clean cabinets and counter tops, and all applicable appliances including dishwasher, oven & range, microwave, refrigerator & freezer. Leave refrigerator plugged in on lowest setting.
- Clean sink. Run water and garbage disposal (as applicable) to ensure drains are free of food debris. Turn off all faucets.

### **Bathroom**

- Empty and thoroughly clean your bathroom including cabinets, counter/vanity and shelves.
- Wipe down your sink(s) and shower. Run water to ensure drains are free of debris. Turn off all faucets.
- Bathroom should be clear of any trash, debris, personal belongings, etc.

### **Living Areas**

- Thoroughly clean your bedroom and living room. All areas, including walkways, porch, and balcony areas outside your apartment (as applicable) should be clear of any trash, debris, personal belongings, etc.
- Remove all mounting hooks, squares, and putty, making sure walls are clean and free of any marks or debris/tape/mounting residue.
- Residents may not remove provided University furnishings from the unit. In units where furniture is not provided, all furniture must be removed from your space.
- Sweep/vacuum your floors.
- Close and lock your windows, close your blinds, and turn off all lights. Turn off heater/AC/vents.
- All personal belongings must be removed from your space and the building. The University assumes no responsibility for property left after residents vacate Housing. The Housing Office reserves the right to remove and/or store possessions left on the premises after residents vacate Housing at the resident's expense.
- After you have completely moved out of your space, log into the Housing Portal via eCampus to complete the electronic Check Out Agreement. Once you have completed the check-out process, students are no longer authorized to occupy their assigned space in their building/living area.

### **Other**

- Graduate & Law properties do not accept donated items. Do not leave items in hallways or lobbies.
- Residents of St Clare Hall who have parking gate clickers must return them to the Housing Office prior to departing.

*In order to remain in your unit beyond the above mentioned times, residents must have completed an application for Summer 2023 and have an approved University Summer Graduate Housing Contract. Students taking the California Bar Examination must vacate their space by Friday, July 28, 2023 at 9:00PM. Failure to check out by the above mentioned times may result in an improper check out fee. Each student assigned to the space must sign and date below when checking out. Leave this form attached to your door.*

Print Name

Date & Time of Departure

LEAVE THIS FORM ATTACHED TO YOUR FRONT EXTERIOR DOOR