

# GRADUATING OR NOT RETURNING TO HOUSING FOR SPRING?

## HOW DO I CHECK OUT?

Each resident should complete the apartment cleaning checklist and return their living area to its original state, including the removal of all personal items. After completing this, residents should return the key to the drop box at the RA desk in their building.

## WHAT DO I DO WITH MY MAIL KEY?

If you are not returning to housing, you will need to turn in your mail key to Student Services during office hours.

## WHAT HAPPENS IF I DO NOT CLEAN MY ROOM, BATHROOM, AND OTHER AREAS?

There is a cleaning fee for those who do not clean prior to checking out. Residents will also be charged an item removal fee of \$50 per trash bag.

## WHAT NEEDS TO BE COMPLETED BEFORE CHECKING OUT?

Each resident should complete the apartment cleaning checklist, including removing all belongings, removing food, and taking out trash. Your room/apartment must be returned to its original state.

## WHAT IF I HAVE BELONGINGS I NO LONGER WANT?

You can donate to Goodwill or dispose of them properly. Failure to remove items will result in an item removal fee of \$50 per trash bag.

## HAVE QUESTIONS?

Email Housing at [housing@usao.edu](mailto:housing@usao.edu)

Check out must be completed no later than December 3, 2022 at 5pm.