

UTM RESIDENCE

CHECK-OUT CHECKLIST

PREPARE FOR CHECKOUTS

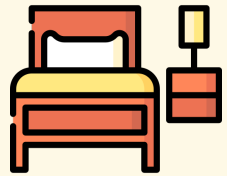
- ☐ **Check-out time:** you're required to check out 24 hours after your last exam or by April 26, 2024 @ 12:00 PM, whichever comes first
- ☐ **Check out day plans:** Set up and confirm your travel arrangements for your check out day
- ☐ **Key envelope:** Pick up an envelope for key return from the Residence Services Desk or in laundry rooms around the residence
- ☐ **Cleaning Schedule:** Develop a cleaning schedule with your house/roommates. All residents are expected to work together to ensure their spaces are fully cleaned upon check out



BEFORE CHECK OUT DAY

Don't wait until the last day to get started!

- ☐ Move items out early if you can
- ☐ Return furniture to original setup
- ☐ Pack up all personal belongings
- ☐ Remove all waste and place in dumpsters
- ☐ Clean your space (as seen below)
- ☐ Report all damages by submitting work orders



CLEANING YOUR SPACE

- ☐ **Bedroom:** Clean and ensure all belongings/waste are removed from drawers, desk, closet(s), under/behind mattress, furniture, and floors
- ☐ **Bathroom:** Clean the sink, bathtub/shower, toilet, and floors
- ☐ **Kitchen:** Clean the floors, sink, cabinets, cupboards, refrigerator, stove top, and inside the oven
- ☐ **Front foyer/hallways/stairs:** Vacuum and mop floor
- ☐ **Storage Room(s):** Sweep and remove all items and garbage



UPDATE YOUR ADDRESS

All Letters & packages received for non-returning residence students will be returned to sender as of June 1. Change your address on ACORN, with the Government of Canada, bank/credit card companies, etc



EXTENSION APPLICATIONS

Need to extend your checkout past April 26th at 12:00 p.m. (noon)? Submit the extension application (uoft.me/utmcheckouts) by April 3rd, 2024. Extensions will only be granted until May 1, 2024 at 12:00 p.m. (noon). If you're staying for First Half/Full Summer, you do not need to submit an extension request.



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DONATIONS

Need to donate some things before you leave?
Consider donating to local charities in Mississauga such as:

- Goodwill Industries
- Diabetes Canada
- Seva Food Bank
- Mississauga Food Bank
- Donation bins in South Commons



Residence will have donation bins for **clothing & non-perishable items only**. Stay tuned in the newsletter for details

SUSTAINABILITY

Please consider using sustainable practices when checking out, including:

- Using proper reduce, reuse, and recycle techniques
- Breaking down your cardboard boxes
- Reusing boxes to help move items



Learn more about sustainable check-outs on our website or scan the QR code:
<https://www.utm.utoronto.ca/housing/current-residents/check-outs/sustainable-check-outs>

OFF-CAMPUS HOUSING

Join our off-campus related sessions!

ASK A REALTOR

April 2, 2024 @ 1:00 PM
DV1142

INFORMATION SESSION WITH THE IEC

April 4, 2024 @ 10:00 AM
MN5128

ASK A REALTOR

April 8, 2024 @ 2:00 PM
DV1142



Please note that items left behind after your check out date will be disposed of. Subject to applicable charges.

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