



VIU Student Residences Move Out Checklist –Traditional Single

To help you organize yourself for the move out process, please use the list below to help guide your preparations for departure. Please note, a room inspection will be conducted after your departure and any damages or cleanliness issues will be compared to your Room Checklist (submitted at move in). Fees associated with the discrepancies will be taken from your damage deposit. Please note, a reasonable amount of wear and tear is expected. In the event there are charges the Residence Life Staff will take photos to support the claim.

Room

	Remove all personal items
	Remove all garbage to appropriate garbage/recycling (bins outside)
	Remove posters, pins, stickers and bulleting board material – including on door
	Thoroughly vacuum, including corners and under furniture
	Wash out garbage can
	Wash desk, shelving/wardrobe, window sill, and doors (remove any writing etc)
	Clean the window and window track
	Wash mattress cover and leave it folded on desk
	Wipe down bed frame
	Lower bed to the 6 th rung

Bathroom * charges shared between bathroom mates *

	Thoroughly vacuum and wash the floor with an appropriate cleaner
	Scrub shower stall thoroughly with an appropriate cleaner
	Clean the toilet, toilet bowl and tank
	Clean sink and vanity/cabinet
	Wipe down any shelving

Do not attempt to paint or repair drywall anywhere in your unit. If you do, it will be redone by professionals and you will be billed accordingly.

Additional Items

Please ensure you surrender your full set of keys and laundry card at the front desk. If you have a bike stored, take your bike and then surrender the bike shed key at checkout. Bikes left behind will be donated to Hub City Cycles bike program.

Damage deposit refunds are processed as quickly as possible, but note that the VIU Finance Department can take up to 6 weeks for processing. Ensure your address on your student record is up to date, or your wire transfer form (international banks) is submitted to the residence office to limit delay. Processing fees for wire transfers, returned/replacement cheques, will be assessed by the VIU Finance Department.

We wish you well on your next adventures and thank you for being a part of our Communi-Tree!