



Move-Out & Cleaning Checklist

To help ensure a smooth move-out and avoid charges, please complete the following before you leave.

Apartment Move-Out

- ☐ Remove all personal belongings from your apartment, including decorations, storage items, food, clothing, and furniture not provided by The House.
 - ☐ Check all closets, cabinets, drawers, shelves, and storage areas for forgotten items.
 - ☐ Return all apartment keys to the Front Desk before departing.
 - ☐ If you live in a shared apartment, coordinate with your roommates to ensure shared spaces are cleaned and cleared of belongings.
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Bathroom(s)

- ☐ Clean sink and faucet
 - ☐ Clean tub, shower, and tile surfaces
 - ☐ Clean mirrors
 - ☐ Wipe and clean all countertops
 - ☐ Empty and clean medicine cabinet
 - ☐ Remove all personal belongings and décor
 - ☐ Wipe walls as needed
 - ☐ Sweep/vacuum and mop floor
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Kitchen

- ☐ Empty all cabinets and drawers
- ☐ Wipe inside and outside of cabinets and drawers
- ☐ Clean countertops, backsplash, walls, and stovetop
- ☐ Clean stove and oven
- ☐ Clean microwave
- ☐ Clean sink
- ☐ Empty and thoroughly clean refrigerator

- ☐ Empty and clean dishwasher
 - ☐ Remove all personal belongings and décor
 - ☐ Take out all garbage and recycling
 - ☐ Sweep/vacuum and mop floor
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Bedroom(s)

- ☐ Remove all personal belongings and décor
 - ☐ Check under beds, inside drawers, and closets
 - ☐ Dust and clean desks, chairs, nightstands, bed frames, lamps, and other furnishings
 - ☐ Wipe walls as needed
 - ☐ Sweep/vacuum and mop floor
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Living Room & Common Areas

- ☐ Remove all personal belongings from hallways, closets, file drawers, and common spaces
 - ☐ Remove items such as:
 - TVs
 - Storage bins
 - Shoe racks
 - Plants
 - Decorations
 - Any other personal property
 - ☐ Dust and clean tables, desks, lamps, chairs, and furnishings
 - ☐ Wipe walls as needed
 - ☐ Sweep/vacuum and mop all floors
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Donations & Recycling

If you have gently used items you no longer need:

- ☐ Place clean household items neatly on the donation shelves in the Bike Room
- ☐ Place clothing, linens, pillows, and other textiles in the Clothing Cycle bin
- ☐ Place electronics in the E-Cycle bin

Do Not Donate

- ☒ Food
- ☒ Clothing, linens, or pillows on donation shelves
- ☒ Used or opened personal hygiene products
- ☒ Medications
- ☒ Garbage
- ☒ Hazardous materials

Mail Forwarding

- ☐ Submit a mail forwarding request with USPS
 - ☐ If needed, visit your local USPS Post Office and inform the postal clerk that The House is a student residential building so a manual forwarding request can be processed.
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Utilities

- ☐ Ensure a valid payment method remains on file in your Metergy account
 - ☐ Verify your forwarding address is current for any future refunds
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Additional Reminders

- ☐ Submit a Certificate of Insurance if using a professional moving company
 - ☐ Do not dispose of prohibited items in the trash chute
 - ☐ Contact the Front Desk, Terry McPhee (terry.mcphee@related.com), or Cornell Tech Housing (housing@tech.cornell.edu) with any questions
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Final Check Before Departure

- ☐ Apartment is completely empty
- ☐ Apartment is thoroughly cleaned
- ☐ All garbage and recycling removed
- ☐ All personal belongings removed
- ☐ Keys returned to Front Desk
- ☐ Mail forwarding arranged
- ☐ Utility account information confirmed

Important

Apartments not left in satisfactory condition will incur a minimum \$300 cleaning charge, with additional charges possible for excessive cleaning, damages, missing furnishings, or abandoned property. Any items left behind may be considered abandoned and subject to removal and disposal charges.