

Move-out Checklist

- Return all University-provided furniture to their original locations.
- Return all rented or borrowed equipment to the correct office.
- Return University-owned dishes, glasses, and flatware to the dining hall.
- De-loft your bed to the lowest position if you lofted it. Return lofting materials.
- Remove all personal possessions from your room or apartment and storage areas.
- Keep common areas clear during your move-out. Fire and safety codes prohibit blocking corridors, stairwells, and other common areas. If our staff finds your belongings in these areas, we will remove them and charge you a removal fee.
- If you have ordered storage through Cardinal Mall, take your boxes to your specified storage location or schedule a pickup by the Cardinal Mall staff.
- Remove all decorations from windows, walls, mirrors, and doors.
- Dispose of trash in your recycling bin or dumpster. If you live in an apartment building with a trash chute, don't place large items in it that may block the chute.
- Help the community and environment when you move out.
 - **Recycle** cans, bottles, paper, and cardboard in your residence recycling bins. Take non-functional electronic equipment, athletic shoes, and other items to The Stanford Recycling Drop-Off Center at 701 Serra Street.
 - **Donate** unwanted items such as bedding, clothing, appliances, bikes, and school supplies to local charitable organizations.
- Disconnect your phone, cable TV, and network connection.
 - Cancel subscriptions to optional phone and cable services: Log into Axess, go to the Links and Contacts tab, and click on the My IT Services button.
 - Cancel your network connection at Residential Computing.
 - If you are changing your room or apartment, disconnect your old services and activate new ones in your new residence.
 - **Undergraduate students:** IT Services or Residential Computing automatically disconnects these services at the end of Spring Quarter, on the Monday after graduation. You must disconnect services if you move at the end of Autumn, Winter, or Summer Quarter.
- If you subscribe to digital cable, return your digital cable box to your Housing Front Desk; otherwise, you will be charged a fee of \$449.95 for the unreturned box.
- If you are graduating or not returning to Stanford, cancel your Personal billing number (PBN) at the My IT Services site. You can reach it through the Links and Contacts Tab in Axess.
- Clean your room or apartment. See the Student Housing Cleaning Guide for instructions. You and your roommate/s are jointly responsible for cleaning common areas. (If you want help cleaning, you can order housekeeping services from Cardinal Mall.)
- Forward your mail/change your address. Arrange with the Stanford post office to have your mail forwarded to a new address, or fill out an official change of address form at the United States Postal Service website. There is a \$1.00 fee for filing online.
- Update your address and phone number in Axess.
- Return your keys to your Housing Front Desk by your move-out deadline.
 - **All students.** You can return your keys in an envelope outside your Front Desk. Place your keys in the envelope and write your name, residence, and room or apartment number on the outside. Return the envelope through the mail slot if the office is closed.
 - **Graduate students.** Don't forget to return your spare key, laundry room or computer cluster keys, and any extra keys provided for a spouse, partner, or child.