

Move out

checklist

Here is a helpful list of things you can do before you leave to make move out day hassle-free and ensure you get your room deposit back!

2 weeks before move out

- ☐ **Redirect your mail** – We can't receive mail for you once you've moved out so make sure you re-direct it via *Australia Post* early.
- ☐ **Organise your move-out with friends/family.** Consider doing an extra trip in the few weeks before moving out, or organising a storage unit if you need it.
- ☐ **Check your account** – Make sure to take care of any unpaid fees early to avoid extra charges.
- ☐ **Donate any unwanted household items** to ResShop at West reception.

4 weeks before move out

- ☐ **Start packing non-essentials** – we think clothes are a good way to start.
- ☐ **Unwanted clothes** can be donated to the clothing bins at South Residence.

1 week before move out

- ☐ **Pick up your mail** – We can't hold mail for you after you've moved so remember to collect it all before you go. Also remember to change your address once you've moved.
- ☐ **Donate any unopened canned food or pantry items** to the UNSA table in West reception. Plan a cook-up or pot-luck with housemates to use up any fresh produce!
- ☐ **Clean your bedroom space.** Wipe down surfaces, take down any posters and Blu Tack, clean mirrors and windows and vacuum your floor.
- ☐ **Clean all communal areas.** Remove all personal items including kitchen equipment, furniture, plants etc.

Move Out Day

- ☐ **Don't sleep in!** You'll need to return your keys (including any bike locker keys) to the reception desk by 10am.
- ☐ **Take out any rubbish** to the correct bin.
- ☐ **Make sure you lock your bedroom door when you leave.**

Clothes	Canned food and pantry items	General household items	Electrical items	Bulk waste*
Clothing bins at South Tower Residence	UNSA table West Residence reception	ResShop at West Residence reception	Donate off campus	See bulk waste map

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* Bulk waste locations will be set up from Monday 11th November. You will receive a map with locations in future communications.