

CTS Resident Checklist for Vacating a Housing Assignment

This checklist does not replace the process and procedures as outlined in your Housing License. This checklist simply serves as a guide to support your move.

FOR THOSE VACATING PERMANENTLY

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| <input type="checkbox"/> Schedule your move
Your move date must be approved and confirmed by the ResLife team – reslife@ctsnet.edu | <input type="checkbox"/> Trash
All trash must be removed from the unit and placed in the appropriate dumpster receptacles. |
| <input type="checkbox"/> Cleaning
Your unit must be cleaned thoroughly, including vacuuming, mopping, cleaning the refrigerator, stove top, oven, walls, bathroom, etc. | <input type="checkbox"/> Mail
Complete the appropriate form and provide the Central Services Staff with a permanent forwarding address for your mail - centralservicesstaff@ctsnet.edu |
| <input type="checkbox"/> Furniture & Appliances
All furniture and/or appliances that belong to you must be removed from the premises. Do not leave furniture by the dumpster or curbside. | <input type="checkbox"/> Keys
Place all keys in a sealed envelope with your <i>name, housing assignment, and the date and time you completed your move</i> and put it in the Business Office inter-office mailbox, addressed to Felicia R. Thimas |
| <input type="checkbox"/> Walls
All wall décor must be removed and any damage must be repaired prior to your departure. | <input type="checkbox"/> Confirmation
Send an email to reslife@ctsnet.edu to confirm your departure. |
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FOR THOSE VACATING TEMPORARILY

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| <input type="checkbox"/> Request Approval
Complete a Temporary Vacancy form and ensure that an approval is received from the ResLife team. | <input type="checkbox"/> Trash
All trash must be removed from the unit and placed in the appropriate dumpster receptacles. |
| <input type="checkbox"/> Cleaning
Ensure the unit is clean and orderly. Remove all perishable food from your refrigerator and dispose of it appropriately. | <input type="checkbox"/> Mail
Complete the appropriate form and provide the Central Services Staff with a temporary forwarding address for your mail if applicable- centralservicesstaff@ctsnet.edu |
| <input type="checkbox"/> Animals
Do not leave any animals in your unit under any circumstances. | <input type="checkbox"/> Keys
Place all keys in a sealed envelope with your <i>name, housing assignment, and the date and time you completed your move</i> and put it in the Business Office inter-office mailbox, addressed to Felicia R. Thimas. |