



2026 Closing Information For CWU On-Campus Apartments

Dear Resident,

Thank you for choosing to live with us this academic year! We hope it's been a successful year for you. As you prepare to leave for the summer, please pay close attention to the necessary steps in this flyer.

**PLEASE NOTE: Anderson and Carmody Munro Apartments close on
Saturday, June 20, 2026.**

If you have any questions about the move-out process, please contact your Apartment Manager (contact info on the back), Housing Services at 509-963-1831, or the Apartment Area Coordinator at 509-963-2327.

Best wishes for an enjoyable summer!
The Housing and Residence Life Team

Check-Out Appointments

All residents must make a checkout appointment through their MyHousing portal. There is a link to a calendar with checkout appointment times under the "Messages" heading on your MyHousing home page.

- Appointment scheduling is open!
- Appointments must be made at least 48-hours in advance.
- If you need a specific day or time slot, schedule early!
- You have to be physically present at your checkout appointment

At your appointment time, an Apartment Manager or other Housing staff member **will meet you at your unit** for checkout. Before they can complete your checkout, your unit has to be totally empty of all your belongings. Opening all drawers and cabinets will help expedite your checkout process.

Please be ready and ON TIME for your appointment! If you miss your appointment, you will need to call Housing Services at 509-963-1831 or attempt to find an Apartment Manager. We will reschedule your checkout as quickly as possible, but you may have to wait up to 24 hours until a time is available.

Leaving without checking out will result in an improper checkout fee of \$50.00, and you forfeit your rights to appeal any charges for damages to the apartment.

Check-Out Checklist!

Please complete the following prior to your checkout appointment:

- Anderson - Empty and clean the refrigerator
- Carmody Munro - Empty and clean the microfridge. Defrost the freezer, unplug the unit, and leave doors open.
- Sweep all floors and vacuum
- Take out all trash and recycling - place large items by the dumpsters, not in them
- Empty all drawers, cabinets, and closets
- Don't forget your bike
- Close and lock all windows
- Close the curtains
- Check your mail and file a forwarding address with the USPS
- Remove all of your belongings prior to your checkout appointment
- Turn in all keys (door, laundry, and mailbox) during your checkout appointment

If something needs to be fixed prior to your checkout, put in an online Work Request or call Facilities at 509-963-3000 today!



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Lost Keys

If you have lost any of your keys and need replacements, please contact your Apartment Manager. Costs for lost keys are as follows:

- Apartment and Room Keys - \$65.00 each
- Laundry Keys - \$65.00 each
- Mail Keys - \$10.00 each

If you do not replace your keys prior to checkout, the lost keys will be noted at checkout, and the charge will be added to your student account.

Damages and Cleaning

Please leave your apartment clean and free from any of your personal belongings. Any furniture that is not the University's must be removed and taken with you or disposed of by the dumpsters. Please place unwanted furniture **NEXT TO** the dumpster, not in it.

If your apartment is not clean or furniture and personal items are left behind, you will be charged as follows:

- Cleaning fee per hour - \$46.17
- Item removal fee per hour - \$65.03

Loading Your Items

Residents are not allowed to park on the grass or back up to their building to load items. Please plan to use a dolly or other moving equipment to move items from your unit to your vehicle or moving van.

Important Phone Numbers

Housing Services
509-963-1831 or housing@cwu.edu

Residence Life
509-963-1323

Apartment Area Coordinator
Elise May - 509-963-2327

Apartment Manager On-Call
(after 5 PM and before 8 AM)
509-201-6112

Facilities Work Order Request
509-963-3000

Apartment Managers

Anderson AM
Zitlali Garcia Parrales -
Zitlali.GarciaParrales@cwu.edu

Carmody Munro AM
Milana Hector - Milana.hector@cwu.edu