

# CLOSING TIME!

## RESIDENCE HALLS CLOSE SATURDAY, JUNE 14<sup>th</sup> AT NOON

### When do I have to leave for summer?

The Residence Halls will close on Saturday, June 14<sup>th</sup>, 2025 at 12:00 noon. ALL residents are required to be out of their rooms by this time.

### Can I stay for summer?

Summer housing sign up will be available starting May 7. If you need summer housing, sign into your MyHousing portal and fill out a summer housing contract. All summer housing will be located in one selected residence hall. Information on meal plans, pricing, and contract dates can be found at [www.cwu.edu/housing](http://www.cwu.edu/housing).

### How do I move out of my room?

You will make a checkout appointment online in your MyHousing portal at least 48-hours prior to the time you would like to checkout. During your checkout appointment you will meet with an RA to review your Room Condition Report and return all keys (room/building/mailbox) to the RA. If you need to reschedule your appointment time, you can change your appointment in your MyHousing portal, as long as you give 48-hours notice. Appointments are available on a "first come, first served" basis, so make your appointment early!

**Checkout appointments will be available online starting Tuesday, May 27, 2025.**

### How do I check out properly?

To ensure a proper move out process and avoid an improper move out fee, complete the following checklist before leaving your spring room assignment:

- Make a checkout appointment in your MyHousing portal.
- Make arrangements to leave by the required time.
- Check all areas of your room/suite/bathroom for personal belongings - behind beds, dressers, and under desks.
- Close and lock** windows.
- Close blinds/curtains completely.
- Remove all food and other perishable items from your room and refrigerator
- Unplug your microfridge, defrost the freezer, and clean the fridge and microwave. Leave the unit unplugged with the door open.
- Take your bike home! *Any bike left after Saturday, will be taken to Surplus as abandoned property.*
- Set the thermostat to 66 degrees.
- Clean your room: Desks, floors, drawers, cupboards, walls, surfaces, and general areas of the room.
- Clean your bathroom, if you have a private or shared bathroom.
- Return furniture and set up room in original condition
- Remove all trash and recyclables and place in appropriate receptacles outside the hall.
  - *Please leave any large items next to the dumpster (ie. futons, tables, chairs)*
- Make sure all personal items are out of your room prior to your checkout appointment
- Check your mailbox one last time. (Change your mailing address to your summer location on MyCWU and if needed on [www.usps.com](http://www.usps.com))
- Complete and sign the closing checklist taped to your door.**
- Meet with the Checkout Appointment RA at your scheduled time at your room.**
  - *Please open all drawers and cabinets before the RA starts your checkout appointment.*

***Thank you for Living Central!***

We hope you have a great summer!



Housing and  
Residence Life