



2025 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: If you did not renew your apartment with a 2025-2026 apartment lease, your vacate date is Saturday, June 21, 2025.

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 will open mid-May!
- 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:

- Empty and clean the refrigerator
- Clean the stove/oven - wipe down the surface (remember to pop up the top cover and wipe around burners) and use the self-cleaning feature on the oven
- Bathroom - clean the toilet, sink, bathtub/shower, and floors
- 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 and outdoor furniture
- 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.

Student Village Residents - If you would like to use the paved drive-around to load your items, you **MUST** go to Parking Services and get a Loading/Unloading hang tag. They are valid for 30 minutes.

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
Elise May - Elise.May@cwu.edu

Brooklane Village
Alondra Gomez - Alondra.Gomez@cwu.edu
Lana Lilley - Lana.Lilly@cwu.edu

Carmody Munro
Julian Bobadilla - Julian.bobadilla@cwu.edu

Short-Getz
Ingrid Barajas - Ingrid.barajas@cwu.edu

Student Village
Nina Kamea Nickel - Nina-Kamea.nickel@cwu.edu
Sam Farouk - Osama.farouk@cwu.edu

Wahle
Gracie Olson - Grace.Olson@cwu.edu