We hope you have had a wonderful Fall Semester! Residents are expected to check out within 24 hours of their last final exam (or equivalent), and no later than the date and time listed above. Before you leave for the semester break follow the checklist below to help reduce the risk of fire, minimize pest problems and increase the security of your room and its contents. If your plan is not to return to UMBC/housing for Spring contact Residential Life for a housing license release petition.

Please complete the checklist below and turn it in to your RA before you leave!

- Turn the heating unit in your room to the low setting 70-72 degrees. Do not turn your heat off completely. If you don’t know how, see your RA for instructions.
- Remove ALL items from the floor to protect against any water damage due to pipe or heat issues. Pick up all clothing, shoes, books and electronics from the floor and put on an elevated surface. Remember that Renter’s Insurance is strongly recommended to cover personal belongings in case of flood, fire or theft!
- Unplug all electrical appliances and extension cords from wall sockets including alarm clocks, refrigerators. Fish tanks may remain plugged in.
- Clean your refrigerator and prop the door open to avoid odor build up.
- Clean your bathroom well. Leave bathroom doors open to allow for better air circulation. Be sure to check with your suitemates to see if it’s OK to leave the bathroom door open when you leave.
- If there is a vacancy in your room you will be assigned a new roommate for the spring. Make sure your room is clean and welcoming for a new roommate i.e. bed, drawer and closet space empty and ready for a new resident.
- Turn off all water completely. Make sure shower heads and water faucets are not dripping.
- Remove all trash from your room and dispose of it properly (trash room or dumpster).
- Make sure your window is locked. Close your blinds/shades if you are on a ground-level floor only; leave completely up on all other floors.
- You are not required to remove all of your belongings from your room, but we encourage you to take your valuables home with you.
- Turn off lights. If you are the last one to leave, make sure the bathroom light and fan is off.
- Lock your door. Take your key and UMBC and Resident ID with you, along with anything you’ll need during the break (medications, checkbooks, passports, etc.).

Your RA will conduct a closing inspection of each room. Thank you for your help!

Resident Signature:________________________ Date:________________
Resident Signature:________________________ Date:________________
Resident Signature:________________________ Date:________________
Resident Signature:________________________ Date:________________