



The following steps will help ensure a successful check-out:

- Provide a 30 day notice of your intent to check-out at the central Housing Office. Your rent will continue for the full 30 days after you provide notice. You will schedule a day and time for a staff member to receive your keys and inspect your unit. Department staff will be reviewing both the condition of the unit and its contents, as well as cleanliness. Please allow one hour for your check-out appointment.
- Remove all belongings from inside and outside the unit and clean thoroughly. The checklist on the back may be helpful.
- Be sure to provide the staff member with all your unit and mailbox keys at check-out to avoid charges for lock changes.
- Be prepared to provide a forwarding address at your check-out appointment. It's also important to update address information with NMSU using your myNMSU account and to forward mail through the United States Postal Service.
- At the appointment time, a staff member will inventory and inspect your unit and, if necessary, assess any charges to repair, replace or clean. Be sure to sign and date your Unit Condition Report at check-out (along with any charge agreements) as well as your key card. The staff member will provide you with a copy of the completed Unit Condition Report and charge agreements (if applicable) for your records.
- Allow two weeks for your damage deposit credit, rent adjustments and damage/cleaning assessments to be applied to your student account.
- If you are unable to be present at the time of check-out, please make arrangements with the central Housing Office. If needed, you may designate a proxy (an individual authorized by you to act on your behalf) to complete the check-out process. Please be aware that by designating a proxy you are authorizing that person to agree to any charges.
- Housing staff will be happy to conduct a preliminary inspection to help you identify any problems prior to your check-out appointment. Call 645-7016 to arrange for a preliminary walk-through.
- If you need to reschedule your check-out appointment, contact the central Housing Office at 646-3202.
- Ensure you set aside and have ready to return your Housing-issued Comcast cable box plus remote, and DSL internet equipment along with all cables, adapters and power supply cords to avoid replacement charges.

Cleaning Checklist

The following recommendations are guidelines but do not represent a comprehensive list.

Unit Interior / All Rooms

- Wipe down both sides of all doors; clean door knobs and door frames.
- Clean all outlet and switch plate covers.
- Wash the inside of the windows; dust the windowsills and the blinds.
- Remove, clean out/wash and then reattach all light covers.
- Sweep and mop the floors (do not strip or wax).
- Wipe clean the AC/Heating vents and all other vents.
- Wash closet walls and dust closet shelves. Wipe off clothes rod.
- Remove all marks, dirt, cobwebs, etc. from ceilings, walls, woodwork, and baseboards.
- Fill all holes in walls with water-based spackle, then wipe or gently sand to match the wall texture.
- Make sure all lights function, and replace any missing or burned out light bulbs.
- Make sure the smoke detector and CO2 detector function, and replace batteries if necessary.
- Cole Village: stair treads and stairway must be clean and free of marks. Clean hand-rail/bannister.

Kitchen

- Clean the oven, including the wire shelves. Use a degreaser and be sure to place newspaper beneath the stove to avoid damaging the floor tile while cleaning.
- Clean the stove exterior and stove top, including drip pans, burner rings and beneath the drip pans. If you're not able to get the drip pans clean, consider replacing them to avoid replacement charges.
- Defrost and clean interior and exterior of the refrigerator. Do not use a sharp or pointed instrument to remove built-up ice as it may damage the refrigerator. A fresh box of baking soda, opened and placed inside the fridge, will help with odor removal.
- Clean cabinets, hardware, doors, shelves, etc.
- Thoroughly clean inside the sink as well as around the faucet and fixtures.

Bathroom

- Scrub the toilet inside and out, including base.
- Clean the sink so it is completely free of soap scum, rust and mineral deposits. Remove and clean stopper. Clean the faucet and handles.
- Clean shower area, walls/tiles, faucet, handles, tub and soap dish —must be free of mold, mildew and soap scum.
- Clean mirror and medicine cabinet, inside and out.
- Sweep and mop floor.
- Wipe off towel rods.
- Tom Fort & Sutherland: Wipe down exterior of water heater.

Unit Exterior

- Clean the outside of both doors, be sure to remove all tape, markings, stickers, residue, etc.
- Wipe down around door frames, getting rid of cob webs, dust and built-up debris.
- Make sure trash cart and recycling cart are empty and clean.
- Clean all windows and screens (except 2nd floor windows in Cole Village).
- Driveway should be clean and free of dirt and oil.
- Resident-planted gardens must be removed.
- Unit front, back and side yards must be mowed/trimmed, and free of trash, litter and debris.
- Fill in holes; pick up all pet waste.
- Bagged trash at the curb can be removed by submitting a Work Request online.