

**SSF Resident-House Check-Out Form**

Name: \_\_\_\_\_

House: \_\_\_\_\_

Date of check-out: \_\_\_\_\_

Time of check-out: \_\_\_\_\_

Personal Tasks	Resident's Initials	HM's Initials
1. Did you remove all of your bathroom items?		
2. Did you remove all of your personal food items/dishes from your personal food shelf & wipe down your personal shelf?		
3. Did you remove all of your personal food items from the refrigerators/freezers?		
4. Did you remove all of your laundry supplies from the cabinets and floor?		
5. Did you remove all of your items from storage closets?		
6. Did you clean out your mailbox and leave a forwarding address with house?		
7. Did you give your HM the key to your room and the house?		
8. Are all of your fines paid? You should owe no money to the house when you leave, including if any fines were received during checkout.		
9. Did you remove all personal items from the door to your bedroom? Wipe down the door?		
10. Did you take care of your bike if you have one?		
11. Did you complete your final workjob and complete the workjob form?		
12. Did you provide proof to your HM that you uploaded your FAFSA into your Resident Renewal Application? *Reminder: The completed app must be submitted by May 15 <sup>th</sup> .		

Bedroom Cleanliness	Resident's Initials	HM's Initials
1. Wipe all air vents.		
2. Dust dresser, desk, shelf, bed frame, chair, and any other furniture located in your room.		
3. Wipe all baseboards (move furniture out from the wall to get behind it).		
4. Clean closet. Vacuum, wipe down any shelves, and do not forget to wipe down any baseboards located in the closet.		
5. Wipe all fan blades, light fixtures, and light switches. Remove all dust.		
6. Wipe windowsill and blinds. Make sure to get each part of the blind. Remove all dust.		
7. Windex your mirror in the room & bathroom.		
8. Wipe door inside and outside. Do not forget the top ledge and frame. Remove all tape.		
9. Vacuum your area of the room. Move furniture out from wall & vacuum underneath & behind it—do this last to avoid dust all over the floor.		
10. Remove marks on walls. Remove all tape.		
11. Replace room to SSF standard arrangement – 2 of everything (desk, chair, PVC pipes in windows, window screens, bookshelf, & dressers). All furniture must be in original rooms.		

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
House Manager Signature

\_\_\_\_\_  
Date