



Student Move-Out Checklist

8-Step Timeline • Dorm & Apartment Edition

(877) 269-6461

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Student Name:

School / University:

Move-Out Date:



Step 1 8 Weeks to Move-Out

- ☐ Check school's move-out dates
- ☐ Research storage options
- ☐ Decide what to store
- ☐ Discuss storage with roommates
- ☐ Ask parents if they will fly in



Step 3 2 Weeks to Move-Out

- ☐ Pack off-season clothes & decor
- ☐ Pack books you're done using
- ☐ Use small boxes for heavy items
- ☐ **Pack boxes to the top**
- ☐ Photo electronics & serial numbers
- ☐ Create inventory list



Step 5 2-3 Days to Move-Out

- ☐ **Remove ALL food from fridge**
- ☐ Clean spills, sticky residue, odors
- ☐ Clean microwave inside & out
-  **Dirty fridge = damaged items!**



Step 7 Move-Out Day

- ☐ Have authorized person if you can't attend
- ☐ **Keep your phone ON**
- ☐ Final sweep: under bed, closets, drawers
- ☐ Verify item count matches inventory



Step 2 4 Weeks to Move-Out

- ☐ **Book storage pickup**
- ☐ Order packing supplies
- ☐ Declutter - donate, sell, or toss
- ☐ Identify building access rules



Step 4 1 Week to Move-Out

- ☐ Pack remaining non-essentials
- ☐ **Keep boxes under 50 lbs**
- ☐ Seal all boxes with packing tape
- ☐ Write name on ALL SIDES of boxes
- ☐ Confirm pickup date and time

Step 6 1 Day to Move-Out

- ☐ **Unplug fridge, leave door OPEN**
- ☐ Place towels to catch water
- ☐ Wipe fridge interior bone dry
- ☐ Roll mattress toppers (don't fold!)
- ☐ Wrap toppers in garbage bags
- ☐ Double-bag soft items
- ☐ Charge your phone



Step 8 After Pickup

- ☐ Remove all trash and recycling
- ☐ Basic clean (sweep, wipe surfaces)
- ☐ Take photos of empty room
- ☐ Return room key & issued items
- ☐ Complete checkout with RA/housing

Do NOT Store

-  Food and perishables
-  Liquids (shampoos, cleaners)
-  Aerosols and batteries
-  Live plants
-  Valuables and documents
-  Medications

Pro Tips for Parents

-  You don't need to fly in
-  Book storage early
-  Use this checklist together
-  Encourage safe packing
-  Coordinate storage timing

Last-Minute Checklist

- ☐ Confirm pickup date/time
- ☐ Unplug mini-fridge
- ☐ Remove ALL food/liquids
- ☐ Boxes under 50 lbs
- ☐ Name on ALL sides
- ☐ Keep valuables with you

Questions? Call (877) 269-6461 or visit
boxngo.com/student-storage/

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