

## MOVE-OUT Checklist

- ❑ Make sure to read information about [Moving Out](#) found on the Village website. You will find information about check-out procedures, *moving containers/trucks*, damage charges, cleaning instruction, and more.
- ❑ File a forwarding address with the Village Office and [CalCentral](#). Request the forwarding mail service with U.S. Postal Service ([online](#) service also available)
- ❑ Discontinue all regular deliveries to your apartment (e.g. newspaper, magazines, Amazon account, etc)
- ❑ Check your mailbox before turning in keys. **You will not have access to your mailbox after moving out.**
- ❑ If you're moving out during non-business hours, you may return your keys by putting them in an envelope with your name, building & apartment numbers, and slipping them through the mail slot to the left of the Village Office entrance door. Failure to return your key on your move-out day will incur a \$50 for the lock change and prorated rent.
- ❑ Any remaining balance of your security deposit will be processed approximately three weeks after you move out. Students should update account information or Electronic Funds Transfer (EFT) information at [CalCentral](#). Non-students can contact Student Affairs Cashiers at [busops@berkeley.edu](mailto:busops@berkeley.edu)