

# Spring Housing Closing Process

Moving out before May 1

Submit contract cancellation form.

Clean your space. Move out belongings.

Turn in key and animal tag (if applicable) to HRL office or drop box outside office.

Moving out May 1-8

Sign up by April 29 for checkout with your RA.

Clean your space. Move out belongings.

Checkout with RA. Turn in key and animal tag (if applicable).

Moving out May 8 after 6 p.m. through May 17.

Submit Stay Late Request. Watch email for status update.

If Stay Late approved, clean space and move out belongings. Turn in key and animal tag (if applicable).

Key return options:  
**Package Hub**  
5/9/26 8 a.m.-6 p.m.  
5/10/26 8 a.m.-8 p.m.  
**HRL Office**  
M-F 8 a.m.-4:30 p.m.  
or drop box outside office.

Staying for summer?

Do not check out. Submit summer contract.

Watch email for summer move info.

Summer moves anticipated to occur third week in May.