Move-Out Checklist

When moving to a new building within Weill Cornell Medicine or off-campus, please follow the steps below.

- ☐ Notify the Housing office (if moving before end of eligibility period) by submitting a Vacate Notice Form to student-housing@med.cornell.edu *at least one month prior* to your move-out date.

- ☐ If you pay for your own cable, Internet, or land line phone service, cancel your contract.

- ☐ If you live at 77th Street, cancel your ConEdison electric and gas services.

- ☐ File a change of address request:
  - Olin Hall, Lasdon House & Feil Weill: Submit a paper Change of Address Form in person at the local post office at 217 E. 70th Street (these are considered commercial buildings by USPS).
  - 77th Street & Stahl: Submit your request online.

- ☐ Clean your apartment:
  - Pack all your personal belongings and furniture.
  - Consider donating unwanted items in good condition. Search for local organizations who accept donations at nyc.gov/donate.
  - Remove personal décor from walls, windows, doors, and mirrors.
  - Remove any food and personal items from kitchens, bathrooms, and common areas.
  - Place all trash and recyclables in the appropriate receptacles.
  - Clean your room/apartment and apartment common areas.
  - Make sure your room/apartment is clean and in good condition before returning keys.

  Note: cleaning issues or damage found during inspection may result in applicable fees.

- ☐ Move your belongings out safely: do not prop open doors, leave items unattended on the street, or leave your vehicle unattended.

- ☐ Return your keys/FOB in-person:
  - Olin Hall, Lasdon House, 77th Street, Stahl, Feil Weill: Bring keys/FOB to the Housing Service Desk at Olin Hall lobby.

- ☐ Pay any remaining housing charges (billed according to move out date).

Questions? Please contact Housing at 646-962-2525 or housing@med.cornell.edu

Weill Cornell Medicine
Housing

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