

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:

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- Olin Hall and Lasdon House: 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:

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- 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 in-person:

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- Olin Hall, Lasdon House, 77th Street, Stahl: Bring keys 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