



## Winthrop University Off-Campus Transition Checklist

This checklist is designed to guide students step-by-step through the transition from on-campus housing to off-campus living. Use this tool to stay organized and avoid common mistakes.

Student Name: \_\_\_\_\_

Planned Move-In Date: \_\_\_\_\_

### **STEP 1: Financial Preparation**

- Determine realistic monthly housing budget
- Review Financial Aid refund timing
- Confirm ability to cover rent before refund (if needed)
- Identify co-signer/guarantor if required
- Estimate total move-in costs (deposit, fees, first month's rent)
- Download and complete Budget Worksheet

### **STEP 2: Housing Search & Selection**

- Identify preferred location and commute plan
- Tour at least two properties
- Use Housing Tour Checklist during visits
- Confirm what utilities are included
- Review parking availability and cost
- Ask about maintenance response time
- Compare total monthly cost (not just rent)



### **STEP 3: Lease Review & Signing**

- Read entire lease carefully
- Understand joint and several liability (if applicable)
- Confirm lease term length
- Clarify subleasing policy
- Understand early termination clause
- Ask questions before signing
- Keep signed copy of lease

### **STEP 4: Roommate Planning**

- Speak with friends and classmates who might be seeking a roommate
- Discuss rent and utility payment expectations
- Agree on cleaning responsibilities
- Set guest expectations
- Establish quiet hours
- Complete Roommate Agreement Template

### **STEP 5: Safety & Community Awareness**

- Review off-campus safety guidelines
- Purchase renter's insurance
- Review City of Rock Hill ordinances
- Save emergency contact numbers
- Understand Clery reporting limitations

### **STEP 6: Move-In Preparation**

- Set up utilities and internet service
- Complete move-in inspection form



Take photos of entire unit

Save payment receipts

Confirm key pick-up process

**STEP 7: Ongoing Responsibilities**

Pay rent on time each month

Submit maintenance requests promptly

Maintain clean and safe living environment

Follow noise and parking regulations

Communicate early if issues arise

**STEP 8: Move-Out Planning (Future)**

Provide required notice to landlord

Clean thoroughly before departure

Document final condition with photos

Return keys

Confirm security deposit return process

**Notes & Questions**

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