

CHECK-OUT INFORMATION: UNIVERSITY APARTMENT HOUSING

NORTH DAKOTA STATE UNIVERSITY ○ DEPARTMENT OF RESIDENCE LIFE

We are glad to have been part of your education at North Dakota State University. It is our hope that your stay with us was an enjoyable and satisfying experience. Before you vacate your apartment, please read through our expectations of you. We believe this will help save time and money in cleaning.

PRIOR TO CHECK-OUT

1. Make an appointment for check-out inspection with the Complex Manager at least five days prior to vacating your apartment. Tenants with roommates must also supply a completed copy of the "Damage Responsibility Release Certificate" if all roommates do not check-out together.
2. Make sure your account at the NDSU Business Office is up-to-date; this should include current month's rent.
3. Give your forwarding address to the Residence Life Office or your Complex Manager.
4. Contact NDSU Telecommunications (231-8401) to discontinue telephone service.
5. Contact Xcel Energy (1-800-895-4999) to inform them of the date you would like to have your service terminated or to transfer the account into your roommate's name.
6. File a "change of Address" card at the Post Office to insure the prompt forwarding of your mail.
7. Discontinue all deliveries to your apartment (i.e., newspapers, magazines, cable television, etc.)

DEPARTMENT OF RESIDENCE LIFE

WEST BISON COURT

TELEPHONE: 231-7557

REGULAR OFFICE HOURS:

FALL AND SPRING SEMESTERS

8:00am to 5:00pm Monday through Friday

SUMMER (MAY-AUGUST)

7:30am to 4:00pm Monday through Friday

NOTICE TO VACATE

Rent will be billed up to and including the day you check-out, provided the required 60-day notice has been given. When vacating, you must furnish the Department of Residence Life with a written notice of intent to vacate sixty (60) days in advance. Failure to provide proper notice will result in the assessment of a breach of agreement fee. A fee of \$5 per day for each day short of the required sixty (60) days will be assessed, or the equivalent of one month's rent, whichever is greater.

You must vacate on or before the date you indicated on your Notice to Vacate. You may not delay past this date since a new applicant has been assigned to your apartment.

APARTMENT CHECK-OUT APPOINTMENT

You must contact your Complex Manager to set up a check-out appointment at least five days prior to vacating. Checkouts may be completed daily from 8:30 am to 6:00 pm. During the apartment inspection, your Complex Manager will compare the condition listed on the Inventory and Condition Form, which was submitted following your check-in. Please allow one-half hour for your check-out appointment.

CLEANING THE APARTMENT

The information on this sheet should provide some assistance in meeting university standards. If these standards are not met when vacating your apartment, you will be assessed charges for the necessary repairs and/or cleaning. To do a thorough and complete job, the following cleaning materials will be needed:

- sponges
- broom
- mop
- toilet cleaner
- detergent
- rags
- dust pan
- bucket
- oven cleaner
- tub and tile cleaner

CLEANING TIPS: Follow these guidelines to make cleaning easier and reduce the chances of charges.

RANGE

Be sure that the circuit breaker for the range is off prior to cleaning your electric range. When cleaning the range, pull the range away from the wall and counter.

Do a complete job using hot water and a non-abrasive soap for the exterior and an oven cleaner for the oven interior.

- Pull range from wall. Clean the backside, walls, and floor.
- When beginning to clean, tilt all burners back and remove all drip trays and burner rings. You may want to soak the drip trays while you are cleaning other portions of the range.
- Clean the flat surface under the burners and drip trays that collect fallen debris. This surface may be cleaned with a damp rag and detergent. If the material is crusted, you may have to use a soft plastic scraper before cleaning the surface.
- The oven may be cleaned with any oven cleaner that is available at the grocery store. Follow the directions for the cleaner and be thorough. When complete, put the oven rack and broiler tray and pan back into place.
- Clean the exterior of the range with warm water, detergent, and a soft rag to avoid small surface scratches. DO NOT spray the control panel with oven cleaner. This may short out the range's electrical system. Simply wipe off with a damp cloth. After the cleaning is complete, reassemble the parts that were removed. Clean the range hood, but DO NOT use oven cleaner!

REFRIGERATOR

- Pull unit away from wall and vacuum evaporator.
- The refrigerator should be unplugged to defrost. Leave the door open to avoid mold build up.
- Remove racks and drawers; clean the inside with detergent and water. Do not use any strong chemical cleaner. Rinse and then dry thoroughly to prevent mold from forming.
- Clean refrigerator shelves, ice trays, and drawers.

- Leave refrigerator door propped open when finished cleaning.

CABINETS, DRAWERS, SHELVES, AND SINK

- Remove any shelf paper from the cabinets.
- Clean all shelves and drawers inside and out with a damp rag.
- Wash counter tops thoroughly. Knife slices and heat damage would be cause for repair charges.
- Wash the kitchen sink including fixture. Use a nonabrasive cleaner to remove any marks and water stains. Thoroughly rinse and wipe dry when complete.

ENTRANCES

- Close the screen doors(s) tightly and make sure they are attached. Screens should be repaired if torn and the storm window left closed.
- Any hardware that has been disconnected for moving purposes should be reconnected.
- Check entrance closet for articles that may have been forgotten. DO NOT leave any personal possessions, garbage, hangers, or unwanted items in closets. There is a charge for removal.

BATHROOM

The bathroom is an area which can house many germs, and should be cleaned thoroughly. When cleaning, please take a little extra time and use disinfectant.

- Clean the light cover and mirror. Wash the medicine cabinet inside and out, including shelves and top.
- Thoroughly clean the toilet with disinfectant both inside and out including toilet seat and bowl. Scrub the bowl with a longhandled brush and bowl cleaner.
- Remove the fan cover and clean.
- Clean the ceramic tile and tub. A bleach or ammonia cleaner works well with a brush. A smaller brush may have to be used to remove mildew around the tub and ceramic tile. If using bleach or ammonia, make sure to run the bathroom fan.

FLOORS

Due to problems with wax build-up and the use of certain types of wax strippers, DO NOT strip or re-wax floors. Sweep or dust mop floors first, then wet mop floors with cool or warm water (never use hot water). Frequently rinse the mop in clean water as you work. Carpeted areas should be vacuumed thoroughly.

WALLS/CEILINGS/WINDOWS/MISCELLANEOUS

- Check walls for marks including tape, adhesive stickers, handprints, crayons, and any other marks that can be removed with detergent and water.
- Be sure to wipe off light switches, wall plates, and trim boards.
- Wipe out window sills and make sure storm and screen windows are closed and locked. Remove tape, adhesive stickers, etc. from windows. Wipe off window ledges, curtain rods, and trim. Replace any items you may have removed, such as drapery rods.
- Replace any burned out light bulbs, (you will be charged for replacement). Carefully remove and wash all light fixtures.
- Remove any paper towel holders, extra towel racks, cup holders, etc. that you have attached to walls or cabinets.