

Check-out Information: University Apartments

PRIOR TO CHECK-OUT

- Contact your Complex Manager at least **five days** prior to vacating your apartment to schedule a check-out appointment. Check-out appointments must take place on your established vacating date. All roommates must be present during check-out.
- Make sure your account at One Stop/Campus Connection is up-to-date; this should include the current month's rent.
- Change your address in Campus Connection.
- File a "change of address" card at the Post Office to ensure the prompt forwarding of your mail. (UV, Bison Court and 1701 only)
- Discontinue all deliveries to your apartment (i.e. newspapers, magazines, cable television, etc.)

RENT

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 provide 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 one of the following breach of agreement fees:

- *Licensees that provide a vacating notice between 50 and 59 days will be assessed rent through the end of the 60-day period.*
- *Licensees that provide a vacating notice between 30 and 49 days will be assessed a \$250 fee.*
- *Licensees that provide a vacating notice between 0 and 29 days will be assessed a \$500 fee.*

APARTMENT CHECK-OUT APPOINTMENT

You must contact your Complex Manager to set up a check-out appointment **at least five days** prior to vacating. Check-out appointments must take place on your established vacating date. Failure to do so will result in a **\$50 improper check-out fee**. Check-outs may be completed daily from 8:30am to 6:00pm. During the apartment inspection your Complex Manager will compare the current condition of the apartment with the condition listed on the Inventory and Condition Form that was submitted following your check-in. All belongings must be removed from the apartment before starting your check-out. Please allow at least 30 minutes for your check-out appointment.

CLEANING SUPPLIES

The information listed under "cleaning tips" should provide you some assistance in meeting the university standards for cleaning your apartment. 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*
- *Rags*
- *Broom*
- *Dust pan*
- *Mop*
- *Bucket*
- *Toilet cleaner*
- *Oven cleaner*
- *Detergent*
- *Tub and tile cleaner*
- *Vacuum and carpet cleaner (if carpeted)*
- *Plastic gloves*
- *Mark remover (ex. Magic Eraser)*

CLEANING TIPS

Please note: If the apartment is not vacating completely and a roommate/roommates remain, **all items** on this cleaning list must still be completed with the exception of unplugging and defrosting your fridge. Following these cleaning guidelines to make cleaning easier and to reduce the chances of charges.

Kitchen

Stove

- Be sure that the circuit breaker for the stove is off prior to cleaning your stove. When cleaning the stove, pull it away from the wall and counter. Do a complete job using hot water and a non-abrasive soap for the exterior. Use an oven cleaner for the oven interior.
- Pull stove from wall. Clean the back, walls and floor around/under stove.
- Tilt burners back and remove drip trays and burner rings. Soak the drip trays in hot, soapy water while you are cleaning the remainder of the stove. If the drip trays do not come clean after soaking and scrubbing, **you will need to replace them.**
- Lift the flat top portion of the stove and clean the portion under the burners and drip trays. You may need to use a soft plastic scraper to remove crusted material if it does not come clean with a damp rag and detergent.
- Clean the oven with oven cleaner. Follow the directions for the cleaner and be thorough. When finished, put the oven rack(s), broiler tray and pans back into place.
- Clean the exterior of the oven with warm water and detergent. Please **do not** spray the control panel with oven cleaner as it can short out the stove's electrical system.

Refrigerator

- Pull the fridge away from the wall and vacuum the evaporator coils on the back.
- Set the refrigerator to the lowest setting to defrost. **DO NOT** unplug the refrigerator.
- Remove racks and drawers; clean the inside with detergent and water. Rinse and dry thoroughly to prevent mold from forming.
- Clean refrigerator shelves, ice trays, and drawers.
- Leave refrigerator door/freezer door propped open when finished cleaning.

Dishwasher (Niskanen Only)

- Wipe off front of dishwasher with detergent and a rag.
- Run dishwasher empty one last time prior to vacating.

Microwave

- Wipe out inside of microwave with detergent and a rag.
- Remove tray and wash with hot soapy water.
- Wipe microwave door and handle off.
- Dry inside of Microwave thoroughly, put tray back, and leave door propped open.

Cabinets/Drawers/Shelves

- Remove any shelf paper from cabinets.
- Clean all shelves and drawers inside and out with a damp rag.
- Wash countertops thoroughly.

Sink

- Wash the sink including the fixture.
- Use a non-abrasive cleaner to remove any marks and water stains.
- Thoroughly rinse and wipe dry when complete.

Entrances

- Close the screen door(s) tightly. Screens should be repaired if torn and the storm window(s) left closed and locked. (UV only)
- Wipe down the inside and outside of entrance door(s). Wipe off window ledges. Remove any tape, adhesive stickers, etc. from door(s).

Bathroom(s)

- Clean the light cover and mirror.
- Clean the fan.
- Remove any shelf paper from cabinets.
- Clean all shelves and drawers inside and out with a damp rag.
- Wash countertops thoroughly.
- Clean the toilet with disinfectant both inside and out including the toilet seat and bowl. Scrub the bowl with a long-handled brush and bowl cleaner.
- Wash the sink including the fixture.
- Use a non-abrasive cleaner to remove any marks and water stains from sink.
- Thoroughly rinse sink and wipe dry when complete.
- Clean the tub with a bleach or ammonia cleaner. Use a brush to remove any mold/mildew around the tub. If using bleach or ammonia, make sure to run the bathroom fan.
- Clean shower curtain. If unable to get curtain clean ***you will need to replace them***. No see-through shower curtains are allowed.

Floors

- 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/Stairwells

- Check walls for any marks including tape, adhesive stickers, fingerprints, crayons, and any other marks that can be removed with detergent and water.
- Wipe off light switches, wall plates, trim boards, window ledges, curtain rods and radiators.
- Wipe out window sills and make sure storm and screen windows are closed and locked.
- Sweep and wet mop stairs in stairwell, wipe down walls of stairwell with detergent and water (UV only)

Miscellaneous

- Replace any burned out light bulbs. If they are not replaced ***you will be charged for them***.
- Carefully remove and wash all light fixtures.
- Turn off and cover air conditioners, and place remote on top. (Niskanen only)
- Remove all mail from mailbox prior to check-out.
- All personal possessions, garbage, etc. needs to be removed from the apartment at the time of check-out. If these items are not removed, ***you will be charged for removal***. You will need to submit your keys at check-out as well.
- UV Tenants - your modem belongs to Sparklight. Please make sure at the time of check-out all of the following items are present and accounted for with your modem. Please leave the model plugged in and do not disconnect the modem from cable jack:
 - Modem box
 - Power cable
 - Yellow internet cable (8P8C or RJ45 modular connector cable)
 - Green rechargeable battery (may be inside the modem box)
 - White identifier stickers
 - User guide
 - Note: The black coaxial cable that is attached to the modem should be left attached to the wall of the apartment, not detached and placed in the box.

If you have any questions feel free to contact either your Complex Manager or the Department of Residence Life (701.231.7557).