

Move-out or Room Change Information Packet

Dear Resident(s):

This packet contains general move-out information, room change instructions, a detailed list of cleaning instructions, and a list of damage and replacement costs. Please read this information carefully as it explains what is expected of you and details what we will be looking for during the inspection of your apartment. Upon moving out, all personal property will need to be removed and all resident keys returned. **SORRY, THERE WILL BE NO EXCEPTIONS.**

If you are returning next year, you may leave your belongings, but your keys still need to be turned in. You may apply to stay the summer at a cost of \$500.00, which will be considered on a case-by-case basis. No tenants with a violation warning will be granted summer stays.

We hope that you have enjoyed your stay with us and we wish you much luck in the future. For those of you graduating,
Congratulations!

Sincerely,

University Commons

GENERAL INFORMATION ABOUT MOVE-OUT

Please remember that your lease ends at 3:00 PM on the first Saturday after finals. In order to receive your security deposit in a timely manner, your room must be clean and you must turn in your keys before this deadline. Please be sure you have removed all of your personal items and have left the apartment in a neat, damage-free condition. If you have not vacated the premises by 3:00 PM on the move-out day, you will incur a \$200.00 per day hold-over fee. We will also have our maintenance department remove your personal belongings and store them at your expense. Items will only be stored for 30 days.

When you moved-in, you should have completed a detailed move-in checklist (excludes as-is units). Once we have completed the move-out inspection on your unit, we will compare it to your move-in checklist. Any damages noted upon move-out that were not there when you moved in will be deducted from your security deposit. We have attached for your review a list of costs for various charges that may be taken from your security deposit. If you wish to be present for your inspection, please contact an RA. **Appointments are scheduled on a first come, first serve basis. Please be sure to schedule your appointment to avoid the move-out rush.**

You are responsible for forwarding your mail. Make sure you fill out and return a change of address form to the postal service. These forms are available at the post office.

Cleaning Information

Included in this letter, you will find a detailed list of cleaning instructions. We suggest that you clean your apartment to the specifications listed below before you pay for your professional apartment cleaning. This will eliminate some of your apartment cleaning costs. Please contact the rental office to schedule an apartment cleaning inspection. This will prevent any cleaning charges being deducted from your security deposit. **Please note: There will be a 15% administrative fee attached to all services and repairs.**

Kitchen

Cabinets and Drawers: Cleaned inside and out. Leave no crumbs for personal belongings.

Countertops and Backsplash: Cleaned of all stains and residue.

Refrigerator/Freezer: Must be cleaned inside and out and turned to the lowest setting. Do not turn it off. Do not use a knife to scrape ice, as it could puncture the freezer and you will be charged for its repair/replacement if necessary.

Range: Clean the top, back, front, oven, broiler, drip pans and underneath the top burners. Make sure that when you are done cleaning the oven, there is no residue left behind. Turn the oven off for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it off.

Range Hood: Clean the top, the edges and underneath. Clean the filter and the light as well.

Floor: Must be cleaned and moped underneath the fridge and stove as well as the visible areas.

Walls: Should be washed or wiped, with all grease and grime removed.

Fire Extinguisher: Must be fully charged and wiped down.

Windows: Must be cleaned inside with no streaks. Outside windows on the ground floor should be cleaned. Please make sure to clean all window sills.

Bathrooms

Floor: Must be cleaned and shining with no soap residue or white residue remaining.

Bathtub Enclosures and Showers: Must be cleaned with no white residue or soap scum left behind.

Bathtubs: Clean inside and outside with no white residue or soap scum left behind. Also make sure all hair is removed.

Toilets: Clean the inside, outside, seat, lid, and tank. Don't forget the base!

Mirror: Clean the mirror-don't leave streaks.

Sinks: Must be cleaned with no hair or white residue left. Make sure chrome faucets shine with no streaks or water spots left on them.

Vanity: Must be emptied of all personal property and cleaned inside and out. Also clean the top.

Floor: Must be scrubbed and mopped. Pay close attention to around and behind the base of the toilet, and remember to wipe down baseboards as well.

Lights: Must have working bulbs, and all shades must be cleaned.

Holder Toilet Paper: must be cleaned and dust/grime free.

Shower Curtains: Removed and discarded if not returning.

General Cleaning-Including Living Room and Bedroom(s)

Blinds: Must be cleaned. Please make sure soap streaks are gone.

Windows: Clean inside with no streaks, as well as, windowsills and window tracks. And outside if on the ground floor.

Furniture: Must be free of dust or any residue. We suggest furniture polish to clean wood furniture...Do Not Use Water As It Will Stain. Be sure to also clean/vacuum under cushions and in crevasses.

Baseboards: Must be clean and dust free. Don't forget to clean baseboards behind furniture as well.

Closets: Must be cleaned out, vacuumed, or wiped down and all personal belongings must be removed.

Screens: Must be present and damage free.

Walls: Must be free of cobwebs throughout, and wiped down where necessary (spills, fingerprints, black marks).

Light Switches and Outlet Plates: Should be wiped down and free of dust and fingerprints.

Vents: Kitchen or bath—should be cleaned and free of dust or build-up.

All carpet shampooing and floor tile waxing will be handled by University Commons and billed at the attached rates.

Please call the RA's if you would like to schedule an apartment inspection; this inspection cannot be performed until **ALL** residents have completely moved out. After everyone has moved out, the owners and the RA's will conduct a walk-through and determine cleaning and repairs to be done. If you have any questions regarding this procedure please feel free to contact us.

Other Deductions: In addition to any cleaning charges that may be assessed, the following items will be deducted from your deposit if they are not paid before lease termination: Late fees, tenant charges, outstanding invoices, unpaid rent, NSF check fees, common area charges, any legal fees that you may have incurred and any damages to furniture or the apartment itself.

Security Deposit

Your security deposit will be processed within ***thirty days*** of the termination date of your lease. Included with your refund will be a detailed, itemized list of any damages and deductions. Any questions regarding the list of damages must be submitted to us in writing. No exceptions.

A. **Common Area Charges** : To be determined

B. **Apartment Cleaning Costs**: Cleaning will be done according to below price list:

Bedroom: Light-\$108.90 Medium-\$138.60 Heavy-\$187.44

Bathroom: Light-\$108.90 Medium-\$138.60 Heavy-\$187.44

Kitchen/Living Rm : Light-\$165.00 Medium-\$210.00 Heavy-\$284.00

Beyond Heavy: Actual amount charged by cleaning company **Prices are subject to change at any time for any reason**

C. **Removal of Rubbish and Personal Property**: \$25.00 per Bag

D. **Damage and Replacement Costs**: Including, but not limited to the following: **KEYS**

Failure to return Apartment Key: \$10.00

Failure to return Mail Box Key: \$10.00

Cost of Light Bulbs: Regular \$.0.82 Appliance \$.082

Painting & Patching

ONLY UNIVERSITY COMMONS PERSONNEL ARE APPROVED TO MAKE REPAIRS!!!!!!

If resident has marked the walls, we will charge for time and materials as follows:

Living Room	\$150.00	Screw Holes	\$15.00
Kitchen	\$75.00	Door Knob Holes	\$15.00
Bedroom	\$100.00	Dart sized Holes	\$30.00
Bathroom	\$75.00	Dry wall damage	\$60.00
Closet	\$10.00	Full Drywall Sheet	\$150.00
Ceiling	\$100.00	Hallway	\$75.00

Carpet Shampoo

Living Room & Hallway	\$250.00	Floor Tile Strip & Wax	\$125.00 Kitchen
One Bedroom	\$110.00	Floor Tile Strip & Wax	\$75.00 Bath
Excessively Dirty	Additional 75 %		

**** Prices are subject to change at any time for any reason****

Kitchen

Disposal Stopper	\$10.33	Sink faucet handle	\$16.06
Disposal Gasket	\$6.93	Cabinets	\$136.00
Outlet Covers	\$7.15	Doors	\$5135
Garbage Disposal	\$72.48	Hinges	\$9.90
Shelves	\$26.23	Sink Light	\$41.36
Drawers & Front	\$51.35	Sink Light Cover	\$21.93
Countertop	\$655.00	Ice Cube Trays	\$1.03
Countertop Damage	\$450.00	Ceiling Tiles	\$19.29
Sink	\$125.00	Sink Sprayer	\$12.28
Sink Faucet	\$90.34		

Appliances

Range	\$399.89	Dishwasher silverware basket	\$25.00
Large Elements	\$39.64	Fire Extinguisher	\$49.95
Small Elements	\$36.04	Fire Ext-recharge	\$30.59
Control Knob	\$42.19	Dishwasher Door Panel	\$114.08
Drip Pan	\$2.93 each	Microwave	\$78.70
Drip pan rings	\$3.10 each	Microwave handle	\$42.81
Oven Rack	\$67.29	Refrigerator	\$478.89
Broiler Pan	\$33.57	Refrig Shelves	\$118.80

Oven Door	\$191.55	Refrig Door	\$185.35
Oven Door Glass	\$119.59	Refrig Inner Panel	\$118.39
Oven Door Bracket	\$65.09	Refrig Door Gasket	\$87.62
Range Hood	\$117.67	Refrig Door Handle	\$60.53
Range Filter	\$12.41	Refrig Bar	\$28.56
RangeLight Diffuser	\$9.46	Crisper Drawer	\$100.59
Dishwasher Sprayer	\$67.91	Crisper Cover	\$59.94
Dishwasher	\$334.69	Freezer Door	\$112.03
Dishwasher Rack	\$187.95	Freezer Door Gasket	\$45.71
Dishwasher Knob	\$53.20 each	Freezer Ice Tray Shelf	\$59.66
Microwave Tray	\$50.64		

Bathroom

Bathroom Door	\$250.00	Towel Bar Bracket	\$9.12
Door Knob Set	\$40.00	TowelBar Rod	\$8.01
Door Stopper	\$4.82	Linen Closet Door	\$250.00
Toilet	\$84.99	Linen Shelf	\$34.68 each
Toilet Seat	\$13.95	Exhaust Fan	\$54.87
Tank Top	\$40.00	Fan Diffuser	\$28.06
TP Bracket	\$20.00	Bathtub	\$500.00
TP Spindle	\$10.00	Vanity Bowl	\$100.00
Vanity Light	\$100.00	Wall Mirror	\$75.00
GFCI Outlet	\$33.58	Shower Rod	\$30.00

Bedroom

Bedroom Door	\$250.00	Dresser Drawer	\$55.00 each
Door Knob Set	\$40.00	Closet Door	\$250.00

Door Stop	\$6.90	Closet Supports	\$13.98
Single Bed	\$300.00	Linen Rack	\$55.00
Single Mattress	\$200.00	Blinds	\$48.29
Bed Slates	\$10.00	Small Window	\$151.95
Desk	\$240.05	Large Window	\$240.75
Desk Drawer	\$35.75	Window Screen	\$23.90
Dresser	\$275.00	Full Mirror	\$40.25
Smoke Detector	\$66.83		

Hall, Living and Dining

Entry Door	\$564.75	DR Light Cover	\$24.95
Door Jam	\$151.25	LR Chair	\$274.74
Door Viewer	\$11.06	Coffee Table	\$123.22
Door Apt Number	\$10.00	End Table	\$117.40
Door Lock Set	\$108.12	Bookshelf	\$123.50
Door Stop	\$4.82	Dining/Desk Chair	\$65.55
Hall Closet Door	\$250.00	Closet Shelf	\$20.52
Dining Room Table	\$290.00	Closet Supports	\$5.64
Sofa	\$465.38	Hall Light Diffuser	\$15.65
Loveseat	\$436.74	Smoke Detector	\$60.58
Cushion Set	\$90.21 rear & back	Fire Alarm Horn	\$85.13
Small Window	\$151.95	DR Light	\$54.70
Large Window	\$240.75	LR Blinds	\$56.06