

Residents of University Hill Apartments:

Thank you for making University Hill Apartments your home this year!

Please read the following in preparation for your move-out.

YOUR CHECK-OUT APPOINTMENT:

As a convenience to our residents, you (and your roommates) will only need to schedule one check-out appointment. This will be the date and time that the last roommate leaves the apartment and drops off their keys at the office. At this time, all residents should be completely moved out, all keys dropped off, and the apartment ready to be turned over to Management and inspected. Please request any date for your check out appointment on or before your lease end date, Monday-Friday, between 9:00 am and 4:00 pm. If you plan to check-out on your lease end date your appointment must be scheduled by 12:00 pm. **All apartments must have a move out appointment scheduled within 15 days of your lease end date.**

Please note: the check-out process is not complete until inspection has been performed by Management. Once all residents have moved out and dropped off their keys, the apartment will be formally inspected for damages, any charges will be assessed, and deposit refund checks will be processed accordingly. Any keys not returned will be billed at \$50/key.

YOUR SECURITY DEPOSIT: Your apartment security deposit is fully refundable provided your apartment is returned to us per our cleaning standard, free of damage, and you (and your roommates) have no outstanding balances due. Charges are assessed if there are damages, debris, or if cleaning is needed (please see cleaning section below for more detail).

Remember: Your lease is a joint and several lease. This means you and your roommates are all charged equally for cleaning and damages. For example, if one roommate has excessively damaged his or her bedroom, all residents will be equally charged for necessary repairs. Any payment arrangements must be made between the roommates, and will not involve Management.

MOVE OUT CLEANING PROCEDURE

CLEANING: Per your rental agreement, your apartment must be left clean and in the same condition it was in when you took possession. If you do not leave the apartment completely clean and ready for the next resident to move in we will charge a cleaning fee, as we will hire a professional cleaning company to prepare the apartment for the next resident. You are welcome to allow us to clean the apartment and simply pay the cleaning fee. All residents will be charged a cleaning fee, unless the apartment is perfectly clean and ready for a new resident to move in, less normal wear and tear. Please remember that University Hill Apartments reserves the right to order additional cleaning even if you cleaned it yourself or hired a professional, assuming it does not meet our standards. For a list of requirements of what must be done to meet our cleaning standards please check out the **“Move Out Cleaning Procedure”**

Move Out Cleaning Procedure

CLEANING CHECKLIST:

Entry:

- 1) Remove all belongings
- 2) Sweep and wash your patio or balcony
- 3) Wash inside and outside of front entry door and patio door
- 4) Thoroughly clean (sweep and mop) entry tile floor

Kitchen:

- 1) Remove all belongings.
- 2) Ensure all walls are free of marks, stains, and damages.
- 3) Make sure all flooring is clean and free of damages and stains.

Stove:

- 1) Thoroughly clean exterior of oven. Don't forget the exterior of the oven drawer as well.
- 2) Use oven cleaner to clean interior of oven. Easy-Off Fume Free is an easy and odorless product that works well for this task. You may have to do some extra cleaning for stubborn spills. If so, please use a mild detergent, and/or a steel wool pad.
- 3) Scour drip pans and rings with an S.O.S. pad and clean all food and spills from underneath the drip pans. (Do not use oven cleaner on the drip pans because it corrodes the surface and turns them black).
- 4) Remove oven drawer - clean drawer and sweep out from under the drawer. Be careful not to wipe the ash from the oven into your clean oven drawer.
- 5) Clean exhaust hood (exterior as well as grease under the hood) and clean the fan filter over the stove.
- 6) Make sure broiler pan is completely clean and placed in the bottom of the stove drawer. Easy-Off Fume Free oven cleaner works well on the broiler pan using the "cold" directions on the back of the can.
- 7) Clean walls, cabinets and floor under and around stove.

Refrigerator:

- 1) Wash all inside and outside surfaces.
- 2) Don't forget the crisper drawer (inside and underneath)
- 3) Dump all ice from icemaker and wash the receptacle (Lift the lever to the off position)
- 4) Clean all drawers, compartments and shelves

Cabinets and Countertops:

- 1) Interior of cabinets should be free of shelf lining, crumbs and dust. (Don't forget the drawers)
- 2) All exterior cabinets should be wiped down to remove water spots and food drips or spills
- 3) Wipe off all countertops
- 4) Clean the tops of the cabinets

Dishwasher:

- 1) Thoroughly clean inside and out and around the edges - especially the door
- 2) Clean out any glass or plastic in bottom of dishwasher and around the spray arm

Kitchen Floor:

- 1) Sweep the floor to remove all dirt and debris
- 2) If the floors have been cleaned on a regular basis, a disinfecting cleaner should be all you need to mop the floors. (DO NOT APPLY ANY TYPE OF FLOOR WAX)

Kitchen Sinks:

- 1) Kitchen sinks should be scrubbed and free of water spots and stains
- 2) Make sure that the kitchen faucet is clean - pay special attention to the area around the faucet knobs

Living Room/Dining Room:

- 1) Remove all belongings
- 2) Clean ceiling fan - blades and lights.
- 3) All walls free of marks, stains, and damages.
- 4) Make sure all flooring is clean and free of damages and stains.

Windows:

- 1) Wash interiors of all windows with Windex or similar product.
- 2) Wipe down the top locks and tracks of all windows. Also wipe down all windowsills.

Bathroom:

- 1) Remove all belongings.
- 2) All walls free of marks, stains, and damages.
- 3) Make sure flooring is clean and free of damages and stains.
- 4) Wash inside and outside of vanity. Wipe or scrub all drawers and cabinets, and wipe off counter top.
- 5) Clean the exterior and interior of the medicine cabinet.
- 6) Clean the mirror with Windex or similar product.
- 7) Thoroughly scrub all tile around bathtub. Use a product such as Tilex or Scrub Free to clean the grout as well as the tiles. You may have to clean the tiles around the soap dish several times to get them to shine and be free of soap film. Make sure there are no rust rings on edge of tub.
- 8) Clean sink vanity including the faucet (sometimes a toothbrush must be used around the knobs to clean them completely.
- 9) Clean toilet bowl and tank. Make sure exterior of toilet, lid and bowl are clean. Pay special attention to the base of the toilet.
- 10) Sweep and mop the bathroom floor. (Please review the advice given under Kitchen Floor)

Bedrooms:

- 1) Remove all belongings.
- 2) All walls free of marks, stains, and damages.
- 3) Make sure all flooring is clean and free of damages and stains.
- 4) Clean mirrored closet doors with Windex or similar product.

General Items:

- 1) Remove all belongings.
- 2) All walls free of marks, stains, and damages.
- 3) All mini-blinds must be completely clean.
- 4) Clean all doors on both sides - including closets.
- 5) Wash all closet and pantry shelves.
- 6) Thoroughly sweep and mop all flooring.
- 7) Clean all light fixtures to remove dust and bugs.
- 8) Clean all fingerprints/grime from walls, doors, and light switches.
- 9) Remove small nails from the wall. DON'T FILL IN THE NAIL HOLES. If you used larger nails, screws or molly bolts, you are responsible for removing them and returning the wall to its original condition.
- 10) All light bulbs should be working.
- 11) You are responsible for the cleaning and any damages to the floors from stains or soils. If you had an unauthorized pet in your apartment at any time during your lease term, you will be held responsible for damages caused by your pet, which include the applicable cost of replacement of flooring and damaged furniture
- 12) Do not leave any of your personal belongings or trash in the apartment. Removal by our staff will result in a charge against your security deposit.

Other Items:

If you leave any trash or debris anywhere in the apartment, inclusive of common areas/hallways/steps, you will be charged a fee of \$25 per garbage bag for removal. If you leave any furniture that does not belong to University Hill Apartments, we will charge you for removal as well. Disposal of furniture is not easy, and can be pricey (\$100-\$300 per piece). Please contact the office with any questions.