

TENANT CHECK OUT PACKET

- Schedule your check out cleaning inspection with a Head Resident at least 48 hours prior to inspection time requested, allowing enough time to do further cleaning if necessary.
- Arrange with all roommates to clean the entire apartment at once so when the first person leaves all major cleaning has taken place. This safeguards the last person leaving from getting stuck with more than their fair share of cleaning. Please refer to the Cleaning Checklist sheet included in this packet for recommended cleaning instructions.
- Failure to provide your forwarding address to the Student Center office within 30 days prevents us from settling your account and returning your security deposit in a timely manner.

Tenant Check Out List of Things to Do

Please carefully read the following information regarding the check out process:

- Arrange inspection with Head Residents at least 48 hours prior to inspection time requested. If you do not pass your first inspection, please make sure to leave yourself at least four hours to do additional cleaning. Please see your Head Residents for cleaning products.
- Complete your portion of the Cleaning Checklist and have it available during inspection. The cleaning fee is earned back at the end of your residency by fully participating in the cleaning process and passing inspection.

If when you leave there are roommates who continue to stay on, the minimum cleaning requirements for check out are:

- Bedroom: Personal space must be deep cleaned, all scuffs/stains on exposed wall surfaces must be cleaned and the entire area must be vacuumed.
 - Kitchen: Personal cupboards (inside & out), outside of all other occupied cupboards, counter top cleaned, floor (behind all appliances), appliances (inside & out), wash all wall surfaces. Remove all Perishable and non-perishable food items belonging to you.
 - Bathroom: Tub, tile, toilet, sinks, counter tops, cabinets, wall surface, and tile floor must be cleaned.
 - Living room/dining room/hallway: Must be vacuumed & dusted. All scuffs/stains on exposed wall surfaces must be cleaned.
 - We encourage everyone in the apartment to participate in the cleaning process even though you are not moving out. Please remember that everyone benefits from a clean apartment.
- If everyone is leaving, the entire apartment must be thoroughly deep cleaned.
 - Student Center Forwarding Address form needs to be completed to insure your deposits will be returned to you in a timely manner. In order to receive your full deposit you must take part in the cleaning process, pass inspection and your rental obligations have been contractually met.
 - Return all keys:
 - Apartment key
 - Mailbox key
 - **VERY IMPORTANT** Remember to fill out a US Post Office forwarding address form and drop in the mail one week prior to leaving, or complete one online at www.usps.com . Click on “Change Address”

STUDENT CENTER FORWARDING ADDRESS FORM

This form must be completed in order to receive your deposits.

Name _____
(last) (first) (middle initial)

Address _____
(street) (apt. #)

(city) (state) (zip) (phone)

- **Remember to fill out a US Post Office Forwarding Address Form**

Please Circle:

1. Are you returning to the Student Center? Yes No When? _____