



RESIDENTS MOVING-OUT

Dear Resident:

To all of you who are leaving KSU Housing we extend our best wishes. We sincerely hope that you have enjoyed your stay at KSU Housing.

In order to make your check-out as smooth as possible for everyone concerned, please familiarize yourself with the detailed procedures that follow.

1. You must vacate by 12:00 noon on your Housing Contract end date. If you are moving out any earlier due to a request to reassign, request to terminate or a demand notice to vacate, you must move out according to the terms assigned to you by management, the university or the demand notice. Any person leaving prior to the contract end date should contact the management office to find out what options are available according to the terms of the Housing Contract.
2. Check-Out consists of physically moving out of your bedroom and unit and returning your keys (**apartment key, bedroom key, access and mail key**).
3. If you are planning to move out prior to your contract end date and would like to schedule a move out inspection, please email your community office with your name, phone number, apartment and bedroom, move out date and a time that you would like to schedule an inspection at least 48 hours prior to your move out date. Once your appointment time is set, you will be contacted to confirm. Please remember that all requests must be received at least 48 hours prior to your requested move out inspection date and time. **We will not be able to do an inspection directly with you on the standard contract move out day (end of July).**
4. If you do not schedule a move-out inspection, one will be performed after you checkout. If you would like to be present for your move out inspection, all of your belongings must be removed and the areas being inspected must be cleaned by the scheduled appointment time, and you must turn in your keys and leave the apartment at the conclusion of the inspection.
5. If more than one person will be moving out, coordinate your schedules so that we can inspect for all **at the same time.**
6. All related common areas will be inspected even if only one person is leaving. The responsibility of the departing roommate (s) and the remaining roommate (s) are as follows:

*The departing roommate is solely responsible for the charges of cleaning, painting, and/or maintenance of his/her bedroom and bathroom beyond normal wear and tear.

*The departing roommate and the roommate of the bedroom on his/her side are jointly responsible for the charges of cleaning, painting, and/or maintenance of the bathroom/vanity area in a four bedroom - two bath apartment.

*The departing roommate and all remaining roommates are each responsible for one fourth of the charges for cleaning, painting, and/or maintenance of the kitchen, laundry, and living room as well as all items there-in within a four bedroom apartment, unless the specific responsible parties are known. Departing roommates are not held responsible for damage occurring after they have formally checked out and the apartment is inspected.

7. We are **NOT** responsible for any personal items left in the apartment. For any removal of personal items, *we will charge you \$25.00 per bag removal fee*. Any personal furniture left in the apartment will be *removed at a minimum charge of \$25.00 not to exceed \$100.00 per piece of furniture*. We **WILL NOT** store any items left in the apartment. Please be advised that there will be large dumpsters around the properties for bulk item disposal.
8. When you moved into your apartment you were given a move-in inspection form to record all damages to your apartment. You were to complete this form and return it to the management office. Upon your move-out, a move-out inspection will be done by our staff. After the inspection of your apartment, the move-in inspection form that you completed will be carefully compared to the move-out inspection conducted by our staff. This is to be sure that you are not charged for any pre-existing damages. Any damage done to the apartment that is not on your move-in inspection form **WILL** be charged to you. **ALL CHARGES FOR DAMAGES ARE ASSESSED ON A LABOR AND MATERIALS BASIS.**
9. Due to the extraordinary number of leases that end on the standard contract end date, it is impossible for our staff to inspect all of the apartments while the residents are still in possession of the unit. Should you have any reason for disagreeing with the charges made from the inspections, please send a letter to the management office to make an inquiry. This may be done within 30 days from receipt of the move out disposition.

10. CLEANING:

****Please Note: This is not an all-inclusive list. You can be charged for cleaning items not on this list**** Please be aware that if you renewed your lease and are staying in your same apartment, you are still responsible for thoroughly cleaning all the common areas including removing items from cabinets and appliances to clean before returning those items into those spaces.

Please make sure that you leave your apartment in a clean and orderly condition. Particular attention should be given to the following areas:

- ❖ **REFRIGERATOR**- The refrigerator and freezer should be cleared of **ALL** food and debris. Please remember to clean the floor under the refrigerator and both sides of the refrigerator. Please clean the entire inside of the refrigerator with a household cleaner (i.e. MR. CLEAN). Use caution when cleaning the shelves and drawers inside the refrigerator. You will be charged replacement cost should you break these. Be sure to leave the ice trays that came with the freezer. **PLEASE LEAVE REFRIGERATOR ON!**
- ❖ **STOVE**- Make sure that the range top, interior of oven, drip pans, burners, under burners, and exhaust fan filter is cleaned of **ALL** grease and grime. The under burner is the part of the stove under the drip pans and the exhaust fan is above the stove. The exhaust fan filter can be cleaned by running it through your dishwasher. The oven **MUST** be thoroughly cleaned inside and outside with a household cleaner designed specifically for the cleaning of ovens (i.e. EASY

OFF). We suggest you replace the drip pans if they are extremely dirty. They can be purchased at Wal-Mart or Lowe's. These are the standard size drips pans. If we replace the drips pans, there will be a charge of \$15 per drip pan.

- ❖ **MICROWAVE**- The microwave must be free of ALL food and debris. Please clean the inside and outside of the microwave with a household cleaner (i.e. MR. CLEAN).
- ❖ **WASHER/DRYER** – Washing machine should be wiped down inside and outside. Be sure to clean around the lid area. Top of dryer should be dusted and wiped down. Be sure to remove lint from lint trap.
- ❖ **BATHROOM- SHOWER**: The shower stall and tub should be thoroughly cleaned, using a household cleaner (i.e. LIME AWAY or KABOOM). Bleach and a small brush, such as an old toothbrush, or a scrub brush will help with cleaning those hard to get areas, such as soap scum rings around the tub.
 2. **TOILET**: Please make sure that you clean the entire toilet with a toilet bowl cleanser. **DO NOT** forget to clean the lid and the entire base of the toilet.
 3. **SINK**: Clean the entire sink and counter with a household cleaner. **DO NOT** forget to clean the faucet. For hard to remove scum we suggest using a brush and cleaner.
 4. **MIRROR**: Remember to clean the mirror with a window cleaner.
 5. **FLOOR**: Scrub the floor thoroughly and **DO NOT** forget to scrub behind the toilet and get along the edges.
 6. **MEDICINE CABINET**: Please remember to move all personal items. Please clean inside and out with a household cleaner or window cleaner.
- ❖ **CARPET**- The carpeting throughout the entire apartment must be vacuumed. Remember to vacuum under the furniture and get the hair and dust out of the corners and along the base boards. You will be charged for any stain removal if necessary unless otherwise noted at the time of move in.
- ❖ **KITCHEN FLOOR** – Tile floor should be swept clean. If necessary, surface area should be mopped to remove any stains and sticky solutions.
- ❖ **FURNITURE** – All furniture should be dusted and wiped clean. All drawers and shelves should be wiped off as well. All cushions should be vacuumed and free from dirt and stains.
- ❖ **BLINDS & WINDOWS** – All blinds should be dust free and in good working condition. You will be charged for replacement of any blinds that are broken. Carefully raise all blinds and wipe down inside of window. Windex is a good product for cleaning windows and mirrors. Lower blinds after cleaning and leave in the closed position.
- ❖ **CEILING FANS** – Blades and light fixtures should be dust free. Gently wipe them down removing all dust.

- ❖ **COVERS-** Make sure to check all outlet covers or light switch covers for cracks. If any outlet covers or light switch covers are cracked or broken please replace them. If any are found in the apartment, you **WILL** be charged for materials plus labor to replace them.
 - ❖ **REPAIRS-** Any repairs that you can do in a **PROFESSIONAL** manner please do so. If these repairs are found not to be done in a **PROFESSIONAL** manner you **WILL** be charged for materials plus labor to correct them.
11. Residents who have individual phone lines are responsible for the charges to restore the phone line to the main extension at the time of move-out. If the line is not restored prior to you moving out, you will be charged extra through BellSouth. BellSouth's phone number is 1-888-757-6500.
 12. Please return **ALL** apartment keys by your check out date or your contract end date, whichever occurs first. **DO NOT LEAVE YOUR KEYS IN YOUR APARTMENT!** A \$75.00 fee for EACH key not returned or turned in will be charged to you. This fee covers the replacement of the lock due to loss of key. You **WILL NOT** receive a refund if your keys are returned or mailed after your check out date.
 13. Make sure you have filled out a change of address form with Postal Solutions; the cost will be \$20.00 to forward your mail. **Make checks payable to Postal Solutions. You may pay online by visiting www.POSTALFORWARDING.com.**

If you have any questions concerning these procedures, please feel free to call the KSU Housing office at 770-426-0668. Thank you!

Sincerely,

KSU Housing Management Team

University Village: UniversityVillage@ksuhousing.com

University Place: UniversityPlace@ksuhousing.com

KSU Place: KSUPlace@ksuhousing.com

University Village Suites: VillageSuites@ksuhousing.com