

Move-Out Guide - 1301 University

As moving time approaches, the following information may be helpful to you as you **vacate your apartment by 10:00am on August 23rd**. Please make sure that all rent is paid prior to moving out. Please note that this list is not all inclusive and should be used only as a guide. If you have any questions, please contact us at resident@1301university.com.

The items listed below will be inspected with very close attention to detail. The goal is to have your apartment be in the condition upon move out that you would expect it to be in upon move in. Please be reminded that 1301 University Avenue LLC is not in the cleaning business and should you choose not to follow the listed suggestions, your security deposit will be charged as follows: (1) labor/time, (2) materials, and (3) administrative fee equal to 15% of repair/cleaning cost. Current charges for cleaning, shampooing, and repair, range from \$35.00 to \$55.00 per hour. Charges not covered by the security deposit will be billed to and collected directly from you and your guarantors. **The security deposit will be refunded in one check made payable to all of the lessees or the person designated by all of the lessees. Please fill out the attached Security Deposit Return Form and mail, fax, or email to us by August 23rd at 10:00am.** If we do not receive a forwarding address, the security deposit will be sent to your last known address, which may delay its return. Please see below for more security deposit return information.

Cleaning Information:

STOVE—Clean all surfaces including exterior, burners, knobs, stove interior, broiler pan and pot/pan drawer.

RANGE HOOD—Clean all filter elements and exposed surfaces.

REFRIGERATOR—Clean all surfaces, drawers, shelves. Please **DO NOT** chip at ice build up as you may puncture the Freon line, which will necessitate replacing the entire refrigerator. Please leave turned on with the door closed.

KITCHEN CABINETS—Emptied, cleaned and washed.

BATHROOM—All surfaces cleaned and de-limed. Cabinets emptied and cleaned. Tub and tub-surround should be white and soap-scum free (will take using cleaning agents and a lot of elbow grease).

FLOORS—All surfaces cleaned. On the laminate wood floors please follow the instructions below – do not pour water on the floor.

ROUTINE CARE

- Vacuum, use a dust mop or wipe with a damp cloth.
- For spills, just wipe up with a cloth or sponge.
- Do not use soap-based detergents or "mop and shine" products, as these may leave a dull film on your floor.
- Do not use abrasive cleaners, steel wool, or scouring powder, which can scratch your floor.
- Do not wax or polish your floor.
- Laminate flooring, like other types of smooth floors, can become slippery when wet. Allow time for floor to dry after washing. Immediately wipe up wet areas from spills, foreign substances, or wet feet.

CARPETING—Vacuum thoroughly, including near and under baseboards. Professional (not rental type) shampooing may be required under your lease agreement. Please review it to be certain and if so, please furnish the receipt with the return of your keys.

WALLS & CEILINGS—All surfaces cleaned of marks, dust, etc. Please do not spackle nail holes.

CLOSETS—All surfaces emptied and cleaned.

WINDOWS & COVERINGS—All glass, screens, tracks, blinds, sills, and frames cleaned and free of dust.

LIGHT FIXTURES—All surfaces dusted and cleaned. All bulbs should function or be replaced with identical style bulbs.

BASEBOARDS, CASING, WOOD WORK—All surfaces dusted and cleaned.

HEAT REGISTERS—All surfaces dusted and cleaned.

UTILITIES—Please close out your utility accounts for electricity, telephone, etc. as well as filing a forwarding address order with the United States Postal Service.

KEYS—You will want to turn these in to avoid additional costs. Failure to return all keys will result in a door lock re-key charge outlined in your lease. Note: We have a very strict policy on keys and failure to properly turn in your keys could be very costly.

Disposal of personal items—All large personal items such as rugs, furniture, appliances, light fixtures, etc... must be taken with you; you may not through them away at 1301 University. If you do not want them, please look into donating items to a non-profit such as Salvation Army or Goodwill. Please break-down all cardboard boxes prior to recycling them at 1301 University.

KEY RETURN

If you are moving out and turning in your keys and the office is closed, please fill out an envelope (provided in fitness room) with your name and apartment number, insert apartment key, mailbox key, key fob and any parking fobs and parking tags into envelope, seal and drop in the drop box safe in the fitness room on the lower shelf of the table.

SECURITY DEPOSIT RETURN

Please note that all security deposit checks go back in one check per apartment. If there is more than one tenant in your apartment, all names (or as many as can fit on the check) will be listed on the security deposit return check. This is done because management does not know whom is responsible for any cleaning or damage charges that may be charged and/or whom is responsible for any outstanding rent (even though we have a good idea). *If you want the check made out to one person, all residents of that particular apartment must sign an agreement requesting us to do this.* THERE ARE NO EXCEPTIONS. Please designate one person to furnish their forwarding street address and when the check is received there will be a ledger showing the original security deposit amount and interest earned minus any deductions.

Please email one forwarding address per apartment for the return of your security deposit. Email us at resident@1301university.com.

Thank you for residing at 1301 University and we wish you a successful, happy future.

Sincerely,
1301 University Management