

VACATING YOUR APARTMENT

Procedures and Guidelines

We would like to share information with you regarding what you need to do when you vacate.

Residents moving out of Northwood III apartments are asked to leave their apartment clean and in good condition. As a general rule, your unit should be left in a condition that you would feel comfortable moving into. **Please review this booklet carefully for information on preparing to vacate your apartment.**

NORTHWOOD III

Northwood Community Apartments



University Housing
Division of Student Affairs

MOVE OUT PROCEDURE

Checkout

File a forwarding address form with the U.S. Postal Service.

The form is available at the Community Center or any U.S. Post Office.

Remove your University Housing address and update your permanent address on Wolverine Access so that final account statements or refunds can reach you.

Discontinue all deliveries to the apartment such as newspapers.

Clean your apartment according to this guide.

Remove all personal property from your apartment and storage.

Lock all doors and windows.

Turn in apartment keys to the Community Center by 11:00 a.m. Be sure to complete the key return form in its entirety, including your forwarding address. **A key drop box is available at the Community Center entrance** for your convenience during non-business hours.

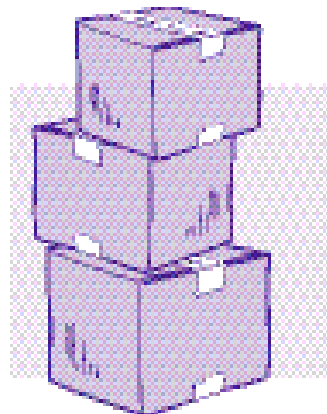
There will be a charge for a lock change if ALL keys are not returned.

Remove your parking sticker and return it to the Community Center when you turn in your apartment keys.

Do not drive or park motor vehicles on lawns, walks, or areas other than streets, roadways, or parking lots when moving out of your apartment. Doing so could result in charges to your University account if damages occur.

Pre-Inspection

We want to assist you in your effort to leave your apartment in a condition that meets University Housing's expectations. In addition, we need to evaluate as soon as possible whether any major repairs will be required for your apartment upon your departure. To meet these needs, a pre-inspection will occur as we receive notification of vacating. For students moving out at the end of their contract, pre-inspections will occur within the month of April. This pre-inspection is to determine what repairs and services will be required to prepare the apartment for new residents. It will take only 10-15 minutes. You are not required to be present for the pre-inspection and an appointment cannot be made. We are not assessing your apartment for cleanliness at this time; that assessment is made at the final inspection.



Cleaning Guidelines

If cleaning or repair charges are necessary, they will be charged based on the rates listed at the end of this booklet.

KITCHEN

Stove (Oven and Broiler), Range Hood, Exhaust Fan

Clean the stove thoroughly using a general purpose cleaner, degreaser, and oven cleaner. Remove the exhaust fan cover and let it soak in hot water and detergent for 10-15 minutes; this will help dissolve grease and dirt. Scrub lightly with a small brush to remove grease buildup. A mild degreaser can be used on the range hood.

Refrigerator

A solution of baking soda and warm water will remove odors and aid in cleaning. Clean the inside of the refrigerator thoroughly and leave no traces of food. The freezer compartment should be cleaned.

Cupboards and Countertops

Remove all shelf paper or liners. Using a general purpose cleaner, degreaser or water and bleach solution, clean all shelves, drawers, and cabinets inside and outside. Use a non-abrasive cleaner on the countertops (bleach and water solution helps remove stains.) **Use proper ventilation while using bleach.**

Garbage Disposal and Sink

Pour baking soda down the disposal to help remove odors. Grind any waste by turning on the cold water then turning on the switch for a minute. Turn off the switch and allow the water to flush the drain for another minute. Use a mild abrasive cleaner to clean the sink. **Do not pour any chemical into a drain to help unclog grease build-up.** Such chemicals may cause considerable damage.

BATHROOM

Sink, Tub, and Shower

Thoroughly clean the walls of the shower, tub and surrounding areas with a non-abrasive cleaner to remove soap residue. Remember to clean the metal fixtures under the sink and toilet. A small brush and cleanser will remove mildew around the tub and other damp areas. Clean the sink with a non-abrasive cleaner.

Toilet

Thoroughly clean the toilet with disinfectant both inside and outside, including the toilet seat and bowl. Clean outside of the tank and lid. Remove any discoloration inside and outside of the toilet bowl.

Cleaning Guidelines

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Wall Tile

Clean using tub and tile cleaner. A solution of water and bleach and a soft brush can be used to clean the tile grout or caulking.

Medicine Cabinet and Mirror

Remove all personal items and thoroughly wash the inside, outside, and top of medicine cabinet and mirror with a general all-purpose cleaner.

STORAGE AREAS

Areas must be clean and free of all personal items, dust and debris.

FURNITURE

Cloth Upholstery

Vacuum and if needed, clean with upholstery cleaner.

Vinyl and Non-Upholstered Pieces

Clean with general purpose cleaner, rinse and clean with warm water to remove soap residue.

Wood

Clean with wood furniture polish. Lift mattress and clean under it.

FLOORS

Vinyl, Laminate or Ceramic Tile

Sweep and wet-mop using a cleaner designed for vinyl, laminate or ceramic tile floors. Remove soap residue with clear warm water. **Do not wax.**

MISCELLANEOUS

Walls and Doors

Remove all marks from walls using a general purpose cleaner and sponge or cloth. Rinse with clear water to remove soap residue. Spots on walls can be removed with a solution of baking soda and water using small circular motions to avoid damage to paint. **Do not use abrasive cleaners.**

Walls should be free of grease, graffiti, etc. Be sure to clean light switch covers, door handles, and floor boards. If bulldog hooks were used, leave them in place when vacating.

Window Areas

Window interiors should be cleaned using a window cleaner. They must be free of all stickers, tape, decals, etc. Remove all loose materials in window tracks with a vacuum or brush. Wipe out with a damp cloth.

Window Blinds

Clean window blinds using a soft cloth or sponge in each hand. With mild soap and water, place a single slat between hands and wipe downward, starting at the top of each slat.

Light Fixtures

Clean inside and out with glass cleaner or general purpose cleaner.

Helpful Hints

Vinegar will remove lime deposits from faucets.

When cleaning upholstery fabric, use a blotting technique rather than scrubbing to prevent grinding the stain further into the fabric. **Do not allow the fabric to become excessively wet.**

To clean a clogged drain, try pouring a cup of salt and a cup of baking soda into the drain, followed by a kettle of boiling water.

MOVING AND CLEANING EQUIPMENT

You will find the following list of cleaning materials, equipment and supplies useful:

sponges
toilet cleaner
vacuum cleaner
mop
window cleaner
oven cleaner
non-abrasive cleaner
rags or paper towels
degreaser
scrub brush

Moving carts and vacuum cleaners are available for loan free of charge at the Community center.

Abandoned Property

Please remove all personal property when moving. **Contact the Community Center immediately if property is accidentally left behind.** Personal property left behind may be disposed of promptly or stored for a limited time at the owner's expense and risk. All property will be discarded after 30 days.

Landlord Reference

We will be happy to act as a landlord reference for you. Please have your new landlord mail or fax the request, along with your written authorization, to:

Housing Information Office
1011 Student Activities Building
Ann Arbor, MI 48109-1316
Fax 734-764-6806

We will not give out information without your written consent.

Requests may take up to 10 business days to process.



AFTER MOVEOUT

Final Inspection

A final inspection occurs after residents move out. During the final inspection a member of University Housing's Facilities staff determines if any damage has been done to the apartment by the resident and also checks to see if the apartment was cleaned according to the specifications in this booklet. The inspector will determine what non-standard repairs and services, if any, will be required to prepare the apartment for new residents. **Charges may be assessed at this time for unusual wear and tear, property damage, and necessary additional cleaning.**

Our charges, although strictly applied, reflect average actual costs and do not include penalties. As a general rule, the apartment should be left in a condition into which you would like to move. Specific charges are listed at the end of this booklet.

Notification of any cleaning or damage charges will be itemized and mailed to you within 60 days of your actual vacate date. Any charges assessed will be listed on your Statement of Account from Student Financial Operations.

Cleaning and Service Charges

LIVING ROOM

Floor	
Sweep, mop tile	\$10.00
Sweep, mop wood	20.00
Vacuum carpet	10.00
Sand/finish wood flr.	\$2.50/sq. ft.; \$700 max.
Steam clean entire carpet	40.00

Walls	
Wash	20.00/hr.

KITCHEN

Floor	
Sweep, mop	\$10.00
Walls	
Wash	20.00/hr.

Cupboards	
Clean, degrease	20.00/hr.

Countertops	
Clean, degrease	10.00

Sink	
Clean, degrease	10.00

Fan Cover	
Clean, degrease	10.00

Refrigerator	
Clean, disinfect	

exterior	10.00
interior	15.00

Stove	
Clean, degrease	

front/sides	10.00
top/burners	15.00

oven	15.00
broiler	10.00

BATHROOM

Floor	
Sweep, mop	\$10.00

Walls	
Clean, disinfect, polish tile	10.00
Wash painted surfaces	20.00/hr.

Door	
Wash painted surfaces	20.00/hr.

Fan	
Clean, degrease	10.00

Sink	
Clean, disinfect	10.00

Tub	
Clean, disinfect	15.00

Toilet	
Clean, disinfect	10.00

Medicine Cabinet	
Clean, disinfect	10.00

BEDROOMS

Floors	
Sweep, mop tile	\$10.00
Sweep, mop wood	15.00
Vacuum carpet	10.00
Sand/refinish wood flr.	\$2.50/sq. ft.; \$800 max.

Walls	
Wash	20.00/hr.

Doors	
Wash	20.00/hr.

FURNITURE

Clean, polish	20.00/hr.
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MISCELLANEOUS

Room Door	
Wash	\$20.00/hr.

Bi-fold Door	
Wash	10.00

Window Track	
Wash	5.00

Tape/Residue Removal	20.00/hr.
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REPAIRS/REPLACEMENT

Labor Only	Rate/Hr.
Mechanic (general)	\$38.00
Carpenter, electrician, plumber, mason	67.00
Painter	50.00
Mover(s), with truck	75.00

Fire Extinguisher	
Replace	35.00
Recharge (seal must be in place)	10.00

University Owned Blinds	
Re-hang	35.00/hr.
Replace	Cost of Blind

Walls	
Crayon, marker, patching	35.00/hr.

Doors	
Replace (interior)	130.00

Other Repairs	
Materials & Labor	at cost

MISSING UM PROPERTY

Key(s)	
Replacement key	\$5.00
Lock change	30.00

Furniture	
Replacement cost less 10% depreciation for each year of age; maximum 50%.	

Recycling Bin	
Newspaper	25.00

ABANDONED PROPERTY REMOVAL

Carried to dumpsters	\$20.00/hr.
Removed by movers	75.00/hr.

