

Check-Out Steps

1. Please fill out an Intent to Vacate form
2. Sign up for a check-out time
3. Clean and empty your apartment.
4. Below are areas to focus on:
 - a. Wipe down all kitchen cabinets, drawers, and bathroom shelves
 - b. Remove all food from refrigerator and freezer, and then wipe out.
 - c. Pantry shelves should be wiped and floor should be swept.
 - d. Dishwasher, oven and microwave should be empty and clean.
 - e. Furniture – Is everything there? Please check for damage and items that could have fallen in the cracks.
 - f. Flip/ Lift mattress to make sure there is nothing under it
 - g. Empty and wipe out all dresser and desk drawers
 - h. Remove any added fixtures and wipe down window sills.
 - i. Shower, toilet and sinks should be scrubbed and cleaned properly
 - j. Floors need to be swept or vacuumed, and mopped.
5. If your roommate is staying, but you are leaving, it must be clear that the community space was cleaned and is ready for a new occupant.
6. All trash must be removed from the apartment and properly disposed of in the outside dumpsters.
7. When your apartment is completely clean and empty, please come to the front desk at your designated check-out time. An RA will then go with you to check your apartment.
8. After the apartment has been checked by an RA, please check your mail box one last time, and then fill out a check-out envelope. Place your keys and parking permit in the envelope.