

# VACATING YOUR APARTMENT

## Procedures and Guidelines

You have just completed the first step necessary for terminating your occupancy with University Housing by providing a written notice to terminate your Contract. Your approved Contract termination date cannot be changed. Please remember, failure to vacate by 3:00 p.m. on your approved termination date will result in a HOLD OVER fee of \$125.00 per day. Contact the Housing Advisor at 647-3062 immediately regarding last minute delays.

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You are asked to leave your apartment clean and in good condition. As a general rule, your apartment should be left in a condition that you would feel comfortable moving into. Please review this information carefully in preparing to vacate your apartment.

## NORTHWOOD I, II, IV, V

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, diaper service, washer and dryer rental, etc.

**Clean your apartment according to this guide.**

**If you are vacating a shared apartment, clean your bedroom and all common areas.**

**Remove all personal property.**

**Lock all doors and windows.**

**Turn in all keys to the Community Center by 3:00 p.m. or to the inspector if you schedule a final inspection appointment.** Be sure to complete the key return form in its entirety, including your forwarding address. For transfers, keys must be turned in by 9:00 a.m. on the approved date. **A key drop box is available at the Community Center entrance** for your convenience during non-business hours.

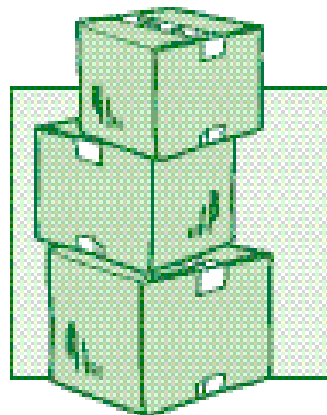
**There will be a charge for a lock change if ALL keys are not returned.**

**Remove your parking sticker(s) and return them 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 after we receive notification of vacating. 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 a pre-inspection appointment cannot be scheduled. 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 off 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.

#### **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.

#### **Exhaust Fan**

Let fan cover 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 any buildup.

#### **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.

# GENERAL INFORMATION

## Cleaning Guidelines *continued*

### **BASEMENT** Townhouses only and **STORAGE AREAS**

Remove cobwebs, dust and lint using a broom. Floors must be swept and wet-mopped. Areas must be clean and free of all personal items, dust and debris.

### **Laundry Tub**

Remove lint and clean tub walls using a general purpose cleaner. **Do not use abrasive cleaner, as it will damage the surface.**

## **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.

## **FLOORS**

### **Tile Floors**

Sweep and wet-mop using a cleaner designed for tile floors. Remove soap residue with clear warm water.

### **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.**

### **Wood Floors**

Sweep or dust with a dry mop and clean using a slightly damp mop. **Do not wax.** Cleaners specifically designed for wood floors can be used.

### **Carpet**

Vacuum carpet thoroughly. Remove

any carpet or area rugs that belong to you.

## **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 bull-dog 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.

## **Questions**

**Questions regarding Contract termination, extensions, or final rent charges should be directed to:**

Housing Advisor  
1011 Student Activities Building  
515 E. Jefferson  
Ann Arbor, MI 48109-1316  
734-647-3062

**Questions regarding cleaning, vacating procedures, inspections, damage charges, or moving equipment should be directed to:**

Northwood Community Center  
1000 McIntyre Drive  
Ann Arbor, MI 48105-2494  
734-764-9998

## **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.**

**Request may take up to 10 business days to process.**



# AFTER MOVE OUT

## Final Inspection

During the final inspection facilities staff determines if any damage has been done to the apartment and also checks to see if the apartment was cleaned according to the specifications in this booklet. You may request to be present at this inspection. If you wish to be present at the final inspection, an appointment must be made at least one week in advance. **To schedule an appointment, call the Community Center at (76)4-9998.** All cleaning must be complete, personal property must be removed, and all keys must be returned to the inspector at the completion of the final inspection. 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

<b>Floor</b>	
Sweep, mop tile	\$10.00
Sweep, mop wood	20.00
Vacuum carpet	10.00
Sand/finish wood flr.	\$2.00/sq. ft.; \$700 max.
Steam clean entire carpet	40.00

### Walls

Wash	20.00/hr.
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### KITCHEN

<b>Floor</b>	
Sweep, mop	\$10.00

### Walls

Wash	20.00/hr.
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### Cupboards

Clean, degrease	20.00/hr.
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### Countertops

Clean, degrease	10.00
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### Sink

Clean, degrease	10.00
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### Fan Cover

Clean, degrease	10.00
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### 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

<b>Floor</b>	
Sweep, mop	\$10.00

### Walls

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

### Door

Wash painted surfaces	20.00/hr.
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### Fan

Clean, degrease	10.00
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### Sink

Clean, disinfect	10.00
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### Tub

Clean, disinfect	15.00
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### Toilet

Clean, disinfect	10.00
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### Medicine Cabinet

Clean, disinfect	10.00
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### 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.
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#### Doors

Wash	20.00/hr.
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### BASEMENT

#### Floors

Sweep, mop	\$20.00
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#### Laundry Tub

Clean, disinfect	20.00/hr.
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#### Walls

Wash	20.00/hr.
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### FURNITURE

#### Sofa

Vacuum	\$10.00
Vacuum, shampoo	40.00

#### Lounge Chair

Vacuum	5.00
Vacuum, shampoo	20.00

#### Furniture

Clean, polish	20.00/hr.
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### MISCELLANEOUS

#### Room Door

Wash	\$20.00/hr.
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#### Bi-fold Door

Wash	10.00
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#### Window Track

Wash	5.00
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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.
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#### Doors

Replace (interior)	130.00
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#### Other Repairs

Materials & labor at cost

### MISSING 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
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#### Towel Bar

Over-the-door (NW IV & V)	20.00
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### ABANDONED PROPERTY REMOVAL

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

