

CHECK - OUT PROCEDURES

Dear Tenant:

This memo will explain what you will need to do in order to check-out. These procedures must be followed to ensure you receive your security deposit back as soon as possible. ***Failure to follow these procedures may result in the forfeiture of your security deposit.***

1. You must make an appointment to check out. At busy move-out times, a sign up sheet is posted in the main lobby. If you are leaving on a day not listed on these sheets, it is your responsibility to arrange a mutually agreeable time with the Manager to check out.

2. The entire apartment must be ready to check out. If some tenant(s) wish to stay in the apartment or they are renewing in the same apartment, they must sign a form accepting FULL responsibility for the condition of the apartment. Charges may still be deducted from ALL tenants if the remaining tenant's security deposit is not sufficient to cover damages determined during the check-out.

3. The apartment must be cleaned as follows prior to check-out:

- * **Clean and dust living room and bedroom furniture.**
- * **Clean and sanitize kitchen and bathroom countertops and cabinets.**
- * **Clean both inside and surface of stove, dishwasher and refrigerator.**
- * **Scrub shower, toilet area and vanity with disinfectant.**
- * **Clean kitchen walls above stove and sink area.**
- * **Scrub and wet mop bathroom and kitchen floors.**
- * **Patch all nail holes in walls.**
- * **Replace all burned out light bulbs with compact fluorescent bulbs.**
- * **Entire carpet must be vacuumed and shampooed.**
- * **ALL trash must be taken to dumpster.**
- * **Sofa and chair should be cleaned and shampooed if necessary.**
- * **Clean and/or replace stove pans.**

NOTE: A MINIMUM OF \$150.00 WILL BE CHARGED IF IT IS NECESSARY TO HAVE THE CLEANING COMPANY CLEAN THE APARTMENT.

4. All apartment keys, mail keys and key cards must be returned.

5. Forwarding addresses should be provided in order to mail security deposit refunds. Security Deposits may not be picked up at the office.

6. Security deposits ***MAY NOT*** be applied to your last month's rent. A \$30.00 late fee will be assessed if your last month's rent is not paid by the due date!

Thanks for your cooperation!
University Place Apartments