

Final Check-out Instructions

CLEANING INSPECTION EXPECTATIONS

All roommates are required to complete a cleaning inspection. If you have moved out prior to the final cleaning inspection, you are still responsible for your portion of the cleaning. Regardless of how long you have been gone, you must return for the final inspection unless you have made prior arrangements and officially checked out with the office.

Tenants who have renewed their contract do not need to be present for the final cleaning inspection. However, tenants who are moving are required to be present. Failure to attend your final cleaning inspection will result in forfeiture of your security deposit.

FINAL CLEANING CHECKLIST

Please use the *Final Cleaning Checklist* found on the website as a guideline for what will be expected. The shared living areas are divided into four sections for your convenience. The most important thing is that all jobs are completed—even if fewer than four tenants live in the apartment. Each tenant is expected to clean their own bedroom and select at least one shared area from the checklist to complete. The last tenant to move out, or a tenant who is not moving, should be responsible for cleaning the bathroom, as it does not remain clean while others are still living in the apartment. If all tenants are moving out, make sure all cupboards, closets, and drawers are emptied. Any items left behind that do not belong to a remaining tenant must be donated or discarded.

Please allow enough time to complete your share of the cleaning before your scheduled inspection. This is a final inspection, which requires more attention than the routine monthly cleaning checks. Per the lease agreement: *“If you fail to clean your share of the apartment at check-out time, a cleaning service will be hired at your expense. All charges will be deducted from your deposit. Cleaning expenses are charged at \$50/hour.”*

SHARED KEYS AND STORAGE CAGES

Please make sure to leave behind all shared keys, including the laundry/storage key, lounge key, and mail key. These should be placed in a clearly visible spot in the apartment, such as on the kitchen counter. Additionally, be sure to **clean out the storage cage of your belongings**. Any items left behind will be discarded.

UTILITIES

- **If you are moving out** and any utilities are in your name, you are responsible for contacting the utility providers to cancel service effective on your move-out date. All roommates are responsible for paying their share of utility bills for the duration of their lease.
- **If you are staying** and a roommate who is moving out has utilities in their name, you must either transfer the utilities into your name or coordinate with your incoming roommates to ensure someone takes over the account. Or if you are staying and the utilities are already in your name, no action is needed—just be sure to bill your roommates for their portion of the charges during the time they lived with you.

For further information please review the instructions on the next page. Look for the section that best matches your situation. If none of the options clearly reflect your circumstances, please contact the office for clarification or further guidance.

CHECK-OUT INSTRUCTIONS BASED ON LEASE STATUS

1. End-of-Contract Cleaning Instructions for Renewing Tenants.
 2. End-of-Contract Final Move-Out Instructions for Departing Tenants.
 3. End-of-Contract Move-Out Instructions for Renewing Tenants Moving Apartments.
-

1. End-of-Contract Cleaning Instructions for Renewing Tenants

If you have renewed your contract and are staying in the same apartment, you are not required to move out or remove your belongings from your apartment. However, you are still required to complete your share of the cleaning in the apartment. Please review the *Final Cleaning Checklist*. This cleaning inspection should be treated as a deep clean—similar to an intensified cleaning check. Your goal is to help refresh and prepare the apartment for any incoming roommates. Unlike those who are moving out, you do not need to be present for the final inspection. If a reinspection is required you will be contacted by the office.

2. End-of-Contract Final Move-Out Instructions for Departing Tenants

Unless otherwise arranged with the office, you are required to be present for your check-out inspection. Any tenant who fails to complete a final check-out—including being present for the final inspection—will forfeit their security deposit. Prior to your inspection, all personal belongings must be removed from the apartment, and your assigned cleaning responsibilities must be completed in full.

If you have a scheduling conflict with your assigned check-out time, you must contact the office to arrange a new time. All rescheduling requests must be submitted at least one week before your original check-out date. The office also requires a minimum of one week's notice before the newly requested check-out time. Last-minute changes will not be accepted under any circumstances.

HOW TO ENSURE A SUCCESSFUL CHECK-OUT

Make sure to complete all cleaning tasks as outlined above and on the *Cleaning Checklist*. This includes thoroughly cleaning your bedroom area—vacuuming under the bedroom furniture, wiping out drawers, and cleaning closet shelves. You must be fully ready at your scheduled check-out time with all personal belongings removed and your cleaning responsibilities completed.

In addition, please complete the *Roommate Release Form* and return your apartment key and parking sticker at the time of your inspection.

3. End-of-Contract Move-Out Instructions for Renewing Tenants Moving Apartments

If you have renewed your contract but are moving to a different apartment, please contact management for specific moving instructions. You are still required to complete your share of the cleaning, as outlined in the cleaning expectations section above. Please review the *Final Cleaning Checklist*. Ideally, we will provide keys and coordinate your move on the same day as the final cleaning inspection, but we're happy to work with you on timing if needed. We will also need to collect the keys to your current apartment, and a final check-out is still required—especially if you are the last person moving out leaving an empty apartment.

If you have any questions or need clarification, feel free to contact the office.