



UNIVERSITY OF
TEXAS
ARLINGTON

**APARTMENT AND
RESIDENCE LIFE**

Moving out is easy if you know what to do!

Thank you for living in an on campus apartment or house. The checklist below will help you keep track of what needs to be done to properly complete the move out process.

Before you move out be sure you:

- ✓ Complete your termination notice in the Housing Office
- ___ Begin packing and cleaning
- ___ At least 5 days prior to your move out go to:
<http://www.uta.edu/housing/living/apartments/move-out.php> and under “Apartment Move-Out Information” click on the Move Out Online Inspection Form. **Fill out the form and you will receive information on how to complete your express checkout.** If you have any questions about your check out please contact the Residence Director responsible for your area.

Meadow Run and University Village Apartments:

- Residence Director – Zachary Lindsey
- zachary.lindsey@uta.edu, 817-272-1824

Arbor Oaks & Timber Brook Apartments:

- Residence Director-Sara Bauer
- sara.bauer@uta.edu, 817-272-1677

East Campus Apartments: (Center Point, The Lofts, The Heights on Pecan)

- Residence Director – Nico Covarrubias
- nico.covarrubias@uta.edu, 817-272-6645

- ___ On Move Out Day- Remove all of your belongings and have your apartment cleaned by following the recommendations below. Once you are finished place your apartment and mailbox key in the express envelope and place it in the drop box indicated on the envelope before 5pm.

University of Texas at Arlington

Apartment/House Move Out Guide

Dear Resident,

Thank you so much for staying on campus at UT Arlington! We hope that this has been an enjoyable experience for you and that you felt connected within your community. We are sad to see you go, but hopefully you are moving on to do great things!

Inside of this packet you will find information to guide you through the move out process. We've provided useful information about our cleaning expectations as well as a list of charges that may be assessed once you move out.

Thanks again for choosing to live on campus. If you have questions about the move out process, please contact your RA.

UTA Apartment Life Staff

Improper Check Out Charges

Residents are required to follow the established check out procedures outlined in this document. Should you fail to follow these procedures, you may be responsible for paying improper check out charges. Below is a list of possible improper check out charges.

| Improper Check Out | |
|---|---------|
| Failure to schedule appointment 5 days in advance | \$20.00 |
| Failure to vacate by 5:00pm | \$50.00 |
| Failure to Check Out with Apartment Life Staff | \$50.00 |

The Damage/Cleaning Assessment Process

The University is anxious to assist you in leaving your residence in good condition so a new resident may move in soon after you vacate. We would also like to help minimize damage and cleaning charges you're responsible for paying. Our charges reflect actual costs and are strictly applied. The damage/cleaning assessment process is outlined below.

- After you move out, an Apartment Life staff member will assess the condition of the residence using the inventory and condition form we have on file from the time of initial occupancy.
 - If you have completed a lease assumption, the inventory and condition form we use will be from the original leaseholder's move in date.
- In addition to the Apartment Life staff inspection, Facilities Management Staff will also review the unit and identify any cleaning or damages considered above and beyond normal wear and tear. Facilities Management's assessment of the unit is emailed to the Residence Director.
- The Residence Director reviews the condition form submitted by the Apartment Life staff and the Facilities Management assessment and determines damage costs associated with each item noted by the staff and Facilities.

- The Residence Director submits all move out paperwork to the Housing Office. The housing office staff review all lease terms and determine pro-rated rent, charges associated with holdover, early termination or failure to submit adequate notice.
- Upon final review of by the Housing Office staff, the paperwork is submitted to the Accounting and Business Services staff that will bill your MyMav Account. A copy of the move out paperwork will be mailed to you upon completion of this process.
- The move out paperwork process may take up to 30 days to complete in its entirety.

Holdover Charges: If you remain in your apartment beyond 5:00pm on the date you provide on the Occupant Termination Notice or fail to vacate on that date, you will be charged Holdover Charges equal to \$100 in liquidated damages and triple the daily rental rate charges for the holdover period. You should review your lease Terms and Conditions for details regarding holdover charges.

What about my deposit? Will I get it back?: Residents are eligible to receive a deposit refund **only if** the leaseholder provides 60 day written advance notice of lease termination and remains in the residence for the full 60 days. If you are assessed any cleaning or damage charges, those charges will be deducted from the deposit. Residents with damage charges in excess of the deposit amount will be required to pay for the excess charges. Residents whose damages are less than the deposit amount will receive a refund in the amount of the difference. Deposits refunds are mailed to the address on file with the UTA Registrar's Office. You should be sure to update your address in MyMav.

Forwarding Address: Did you remember to fill out a forwarding address card at the post office? You can get the forwarding address packet at any off campus Post Office or you can complete the form online at www.usps.com

You should also update your address in MyMAV.

The Little Things That Make A Difference.....

This is a list of items that are frequently missed during cleaning and result in charges:

- Broken or damaged screens
- Broken, dirty or damaged (bent) mini blinds
- Black stains on carpet resulting in carpet replacement
- Leaving grease on stove top, vent-a-hood, and cabinets
- Leaving grease and dirt on walls
- Oven left dirty
- Drip pans in the stove top are left dirty or rusted
- Refrigerator left dirty
- Leaving soap scum and mold on bathtub, tile and grout
- Not sweeping & mopping behind refrigerator
- Not wiping out cabinets
- Lint on or around dryer
- Not vacuuming carpet

Cleaning Your Residence

***Special Note: Safety First!**

1. Always read cleaning chemical directions and warnings
2. Never **mix** chemicals, especially bleach and ammonia

SUGGESTED CLEANING SUPPLIES

- FORMULA 409 or other household cleaner
- Oven Cleaner
- Murphy's Oil Soap (for cupboards)
- Rags
- Scouring Powder (Comet)
- Broom/Dust Pan
- Mop
- Green Scrubbing/Scratching Pad
- Toilet Cleaner/Brush
- Vacuum
- Razor Blades
- Rubber Gloves
- Paper Towels
- Soft Scrub
- Magic Erasers

BATHROOM TUB & TILE

CLEANING WALLS ABOVE THE TUB

1. Before you clean the bathtub, put on rubber gloves.
2. Spray all-purpose cleaner on the walls above the tub.
3. Allow the cleaner to sit a few minutes, then rinse or wipe it off.
4. Remove mildew from grout by using a tile cleaner.
5. Apply the tile cleaner to the grout with a grout brush and scrub thoroughly.
6. Rinse well.

CLEANING THE BATHTUB

1. Apply a heavy-duty bathtub or all-purpose cleaner to a tub coated in enamel, the most durable of bathtub materials. Allow it to sit for 5 minutes, and then scrub with a scrub brush using gentle pressure. Rinse well.
2. Scrub away the remaining soap scum with a scrub brush or an old toothbrush. When scrubbing, pay special attention to the corners of the tub and the area around the drain, where soap scum and dirt tend to build up. Also, look for evidence of a bathtub ring, the ring of dirt and stains that forms around the edges of the tub, which will require extra time and scrubbing.
3. Rinse again.
4. Apply a nonabrasive bathroom or bathtub cleaner if the tub is acrylic, which can scratch easily. Gently scrub with a soft-bristled brush. Rinse the tub well.
5. Apply a specialized fiberglass cleaner or a nonabrasive bathtub cleaner to a fiberglass tub. Scrub gently with a sponge. Rinse well.

BATHROOM COMMUNE/TOILET

1. Prepare yourself. Gather all your cleaning tools. Open the windows and turn on the vent (if you have them) if you are sensitive to cleaning fumes or if you plan to be working in the bathroom for a while.
2. Put on your gloves and then lift the toilet lid and seat. Pour into the toilet bowl the amount of toilet bowl cleaner recommended on the bottle. Aim for the surface of the bowl, not the water. Allow it to soak for at least 10 minutes. If you are cleaning more than one toilet, go ahead and do this step for each toilet so you don't have to wait 10 minutes for each.
3. Using the toilet brush, scrub around the bowl, in the base of the toilet, then concentrate underneath the rim. If necessary, use more toilet cleaner for stubborn spots.
4. Flush away the toxins. Flush the toilet, letting the toilet brush dangle in the bowl while still holding on to it. As the bowl fills back up with fresh water, rinse the brush. Remove the brush and return it to its stand. Give the toilet one final flush.
5. Focus on the outside. Using the spray disinfectant and paper towels or disinfecting wipes, wipe down all outer surfaces, concentrating on areas that are especially germ-y, such as the handle, the seat and the lid. Allow the disinfectant to remain on the surfaces for 10 minutes to be sure all the germs are killed.
6. Wash your hands. With the gloves still on your hands, use an antibacterial soap and warm water to wash the gloves as if you were washing your bare hands. Remove them and allow them to air dry. Now wash your bare hands and give the soap dispenser a wash to remove any germs transferred from the gloves.

BATHROOM MEDICINE CABINET

Top, shelves, & mirror should be wiped with glass cleaner.

BATHROOM SINK

Use a bathroom cleaning solution, scouring powder, or Soft Scrub to clean the sink area.

FLOORS (TILE/VINYL)

The floors must be swept, scrubbed, and mopped. Pay particular attention to the areas around the stove and close to the baseboards.

KITCHEN

CABINETS and DRAWERS

The cabinets and drawers must be entirely empty and clean. A clean wet sponge will suffice; just make sure you rinse the sponge frequently. The easiest way to clean the drawers is to take them out, turn them upside down over the trash can and gently tap the bottom and wipe out with a sponge. The outside of the cupboards must have all grease removed, and a good wood soap (Murphy's Oil Soap) works best. Follow same directions for bathroom sink/vanity.

CLOSET/PANTRY

Shelves should be dusted & scuff marks on walls should be removed. Wipe the door around the handle, along the edge, and across the bottom. Don't forget to vacuum, sweep, or mop.

COUNTERTOPS

Countertops should be dirt and stain free. Soft Scrub works best for removing bad stains. Formula 409 works well for day to day cleaning.

DISHWASHER

Wipe down inside and outside with soapy water. Don't forget to clean the rubber around the door. Wipe with outside with a dry cloth to prevent streaking (or use windex and paper towel).

FLOORS (TILE/VINYL)

The floors must be swept, scrubbed, and mopped. Pay particular attention to the areas around the stove and close to the baseboards.

OVEN

If you live in Arbor Oaks, Meadow Run, or Timber Brook, your apartment is equipped with a self-cleaning oven. Please follow the instructions detailed in your oven owner's manual. DO NOT use other oven cleaners or chemicals inside the oven. Doing so may result in damage to the interior of the oven.

To clean the oven in our other properties, remove the oven racks and soak them in hot soapy water. Put old newspaper on the floor around the stove (oven cleaner can discolor your floor). Using a cold oven spray (the type that foams up – most oven cleaners today are non-toxic and odorless) coat the entire inside of the oven. **Follow instructions on the can.** You can clean your broiler pan the same way. Just be sure that you rinse thoroughly or you will have a film left in your oven. Degreaser works well for the outside of the stove.

REFRIGERATOR

The refrigerator should be cleaned inside and out. Use a mild soap and water or baking soda and water to clean the side and outside. Wash and dry the shelves and drawers and put back in place. Don't forget to take the bottom tray out & clean underneath. Pull out from wall to clean behind. Wipe outside the dry cloth to prevent streaking.

SINK

You can use a kitchen cleaner such as Comet or Soft Scrub to clean the kitchen sink and areas surrounding it.

STOVE TOP

When cleaning your stove, **do NOT pull the stove away from the wall!** Doing so may result in a fire or damage to the gas line!

First, remove the drip pans and soak them in soapy water. Then lift the top of the stove and clean the actual burners with a scratch pad and scouring powder. Make sure to lift the stove top and clean underneath. If drip pans cannot be cleaned you may want to consider purchasing new pans to replace the old drip pans.

VENT-A-HOOD

The vent-a-hood should have no grease or dirt on its surfaces. Use a good degreaser and soft cloth. *Formula 409 Degreaser* works well. **DO NOT USE OVEN CLEANER ON FAN HOOD.**

BLINDS

Blinds should feel smooth and be dust and residue free. Dusting will usually do the job except around the kitchen areas where blinds may have grease build up. Pull blinds down and turn the handle until the blinds are closed. Use a soft cloth to gently dust.

CARPET

At a minimum the carpet must be vacuumed. If it is discolored or darkened in heavy traffic areas or if you have major stains, you should use Woolite or Resolve to clean stained areas (make sure to test an area before treatment as to not stain the carpet).

DOORS

Doors should be washed, wiped clean & left without smears or streaks. Be especially careful near knobs, edges, and along the bottom. A window cleaner with ammonia works well for removing most marks.

VENTS

Brush off any dust, then wipe down with a damp cloth. If they are really bad you may need to take it off the wall and soak it.

WALLS

Use all-purpose cleaner & sponge in **gentle** circular motion. Rinse with clean water and wipe with soft cloth. In the kitchen area you may need to use a degreaser and little more pressure, especially around the stove. Don't forget the baseboards. **Do not spackle holes – this could cause more damage to walls.**

WASHER/DRYER

The washer and dryer should be wiped down, inside and out. Lint filters should be cleaned out.

WINDOWS/SILLS

Clean the inside of the windows and wipe down the sills with a cloth and soapy water. You may have to let the soapy water sit for a while to loosen up the dirt.

Below is a list of costs used to calculate your move out damage and cleaning charges. You may be charged for items that do not appear on this list.

| Description | Rate | Description | Rate |
|--------------------------------------|-------------------|---------------------------------------|---------------------------------------|
| Cleaning – Stove Top | \$20.00 | Carpet - Extra Cleaning | 1 BR \$40 / 2 BR \$55 |
| Cleaning – Oven | \$20.00 | Carpet - Burn/damage | () x \$40 each |
| Replace – Stove Drip Pans | \$20.00 | Carpet - Replacement | Cost pro-rated based on age of carpet |
| Cleaning - Refrigerator | \$20.00 | Replace – Blue Recycle Bin | \$25.00 |
| Cleaning - Vent-a-Hood | \$20.00 | Walls - Patching hole(s) | () x \$20 each |
| Replace - Vent-a-hood | \$75.00 | Walls - Painting Charges | Cost pro-rated based on age |
| Cleaning – Kitchen or bathroom floor | \$20.00 | Removal of furniture/trash/debris | \$20 + () hrs x \$20/hr |
| Cleaning – Stove Splash Guards | \$20.00 | Screen - Broken/Damaged | () x \$35each |
| Replace – Stove Splash Guards | () x \$25 each | Broken Window Glass (AO, MR, TB) | () x \$240 each |
| Cleaning - Toilet | \$20.00 | Broken Window Glass (not, AO, MR, TB) | () x \$35 each |
| Cleaning - Shower/Bathtub | \$20.00 | Sm. Mini Blinds - Broken/Damaged | () x \$30 each |
| Cleaning – Vanity or Sink | \$20.00 | Lg. Mini Blinds - Broken/Damaged | () x \$60 each |
| Cleaning - Extra Cleaning Needed | () hrs x \$20/hr | Replace Door - Interior | () x \$125 each |