

VACATING AND CLEANING YOUR APARTMENT GUIDELINES

The following procedures and guidelines are provided by your Village office to help you move out of your apartment without incurring unnecessary charges.

VACATING PROCEDURE:

You may vacate your apartment on or prior to the official move out date that you decided on your Notice of Intent to Vacate (NIV) (any day of the week, even during holidays). If you vacate your apartment outside of office hours, please drop all of your keys into the office drop-box.

WHEN PREPARING TO MOVE, THE FOLLOWING MUST BE COMPLETED:

- Remove all trash and dispose of properly.
- Sweep and mop all un-carpeted floors.
- Vacuum all carpets.
- Clean all exterior and interior surfaces of the kitchen appliances; including the refrigerator, stove, dishwasher, vent hood.
- Wipe down baseboards.
- Clean all bathrooms.
- Remove all belongings from the apartment, patio/balcony, storage room and bike racks.
- Remove any shelf paper and clean the cabinets, drawers and shelves.
- Clean all mirrors, ceiling fans and light fixtures.
- Clean all windows.
- Call to disconnect your gas (Corry 279, 280, and 285 only).
- Return all movies, equipment that you might have borrowed from the office.
- Return all apartment, mailbox, laundry keys to your Village office.
- Turn off all lights but leave breakers on.

IMPORTANT:

- Failure to vacate by the date on your Notice of Intent to Vacate results in 60 days rent and an improper check-out fee of \$200.
- Failure to remove all items from the apartment upon move out, results in a \$200 fee.
- Abandoning Property at Dumpster Area, results in a \$200 fee.
- If additional item removal is required, an additional charge of \$25 per person, per hour is added to your account.

The check-out procedure consists mainly of staff reading the electric meter and inspecting your apartment for cleanliness and damage above normal wear and tear. If your apartment is not cleaned and all items removed (including trash), you will be charged cleaning fees and/or labor costs for removing items left behind.

EXAMPLES OF SOME CHARGES:

If you have questions or concerns, please schedule a meeting with your Area Coordinator.

- Missing Recycling Blue Bin:..... \$20
- Failure to Clean Kitchen:\$35
- Carpet Replacement:.....based on Sq. Ft.
- Failure to Sweep, Vacuum or Mop:..... \$30
- Failure to Clean Stove/Oven: \$30
- Abandoned Property Fee (*items left outside dumpster areas*):\$200
- Missing Apartment Key:.....\$55
- Missing Mailbox Key:\$55

