



Why It's Important to Clean Your Apartment:

- ▶ When you move out of your room and apartment, Housing Staff will do an inspection for damages and cleanliness.
- ▶ If damages are found or you fail to clean your room and apartment, you will be charged.
- ▶ Fact: Most of these charges could have been avoided through simple cleaning during, and at the end of the semester.

Tips To Avoid Being Charged

▶ Use the *Move Out Agreement* to coordinate move-out and cleaning duties with your apartment roommate(s):

Just because you are the first to leave does not mean you will not be charged for damages. As stated in the University Housing Policies, everyone is charged equally for damages, unless someone states in writing that he/she is solely responsible.

- ▶ **Get advice:** Student staff will not clear you of charges. They merely advise you of possible charges and the proper check-out procedure.
- ▶ **Be prepared:** Decide what cleaning supplies you need and get them.
- ▶ **Empty all drawers and cabinets:** Desk, kitchen, bathroom, hallway and bedroom.
- ▶ **Remove all personal belongings:** Posters, bedding, pots, pans, utensils and other personal effects.

The University does not assume responsibility for belongings left behind and does not provide storage; leaving things behind qualifies for a cleaning charge.

- ▶ **Kitchen and Bathroom** Remove all food and clean the inside of your refrigerator. Ensure that the bathroom and kitchen are thoroughly cleaned.
 - ▶ **Return furniture to its original location:** Remove all non-University furnishings and make sure all furniture originally found in your room is present when you move out.
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