We hope you have enjoyed your stay with us. Good luck in your next home! The following procedures and guidelines are provided 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 (any day of the week, even during holidays). If you vacate your apartment during office hours and want to be present during the apartment final inspection, please come to the office at least 30 minutes before the office is scheduled to close to complete the check-out procedure. If you vacate your apartment outside of office hours, please drop all of your keys into the movie drop-box. Office staff will then process the check-out in your absence.

**Important:** Failure to vacate by the date you indicated on your NIV, will result in charges amounting up to 60 days rent and an illegal check-out fee of $200.

**Important:** Failure to remove all items from the apartment upon move out, a charge of $200 will be assessed. If additional cleaning or item removal is required, an additional charge of $25 per hour, up to a maximum of eight hours will be assessed.

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 completely vacant, you will be charged cleaning fees and/or labor costs for removing abandoned property.**

**EXAMPLES OF SOME CHARGES:**
If you have questions or concerns, please ask your Village staff member to do a pre-inspection of your apartment while you are there so that the staff member may point out areas that need extra attention.

- Missing Recycling Blue Bin: $20
- Stickers on doors and walls: $50
- Stains on carpet: $25
- Failure to Sweep or vacuum: $30
- Failure to clean stove/oven: $50
- Abandoned Property Fee (items left outside dumpster areas): $200
- Missing mailbox key: $10
- Missing apartment Key: $25
- Failure to Sweep or vacuum: $30
- Failure to clean stove/oven: $50
- Missing Recycling Blue Bin: $20
- Stickers on doors and walls: $50
- Stains on carpet: $25
- Failure to Sweep or vacuum: $30
- Failure to clean stove/oven: $50
- Abandoned Property Fee (items left outside dumpster areas): $200
- Missing mailbox key: $10
- Missing apartment Key: $25

When preparing to move, the following must be completed:

- **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 only)**
- **Return all movies, equipment that you might have borrowed from the office.**
- **Return all apartment, mailbox, storage/laundry keys (Tanglewood only)**
- **Turn off all lights but leave breakers on.**

**GUIDELINES FOR VACATING & CLEANING YOUR APARTMENT**

**STAY CONNECTED**

SW 13th Street & Museum Road, P.O. Box 112100, Gainesville, FL 32611-2100

352.392.2171  housing.ufl.edu  Facebook: UFHousing

Twitter @UFHousing  Youtube.com/UFDeptHousing
DETAILS
This guideline is intended to aid you in preparing for your final inspection. Some items listed below may not apply. Completion of the following items will greatly reduce the likelihood of move out charges being assessed. Should you have any additional concerns, please contact your village office prior to the inspection.

KITCHEN
Thoroughly clean all appliances and cabinets. Wipe clean all countertops and sinks. Please pay special attention to the following items:

• Stove/Oven – remove grease from all painted surfaces
• Range Hood – remove grease from all painted surfaces
• Refrigerator – wipe clean door seals and kick plate
• Dishwasher – wipe clean door seals, racks and outtake filter

BATHROOM
Thoroughly clean floors, sinks, shower/tubs and toilet fixtures. Please pay special attention to the following items:

• Medicine Cabinets – thoroughly clean the interior and the mirror
• Light Fixtures/Exhaust Fans – remove dust and wipe clean
• Faucets – remove rust and other mineral deposits

WALLS/DOORS
Remove scuffmarks, crayon, food and other debris from walls (please do not attempt to fill/patch small nail holes). Door moldings and knobs should be free of dust and clean.

WINDOWS
Thoroughly wipe windows and windows sills removing all dust, marks and streaks. In addition, please remove dirt and debris from window tracks and locks. If you have installed curtain rods, you must remove them.

CEILING FIXTURES
Dust and clean light fixtures, ceiling fans and air conditioning vents (be very careful not to activate sprinkler system).

FLOORING
Please sweep and mop all vinyl flooring. Clean and remove dust from baseboards throughout the apartment. Vacuum carpets thoroughly.

PATIOS & STORAGE CLOSETS
Sweep and clean the floors. Remove cobwebs from ceilings, beams and around light fixtures. Remove all belongings on your breezeways (chairs, toys, barbeque, plants, etc…). Remove your bikes!!!

Tanglewood only: If you have a storage closet, please empty it and remove your lock!

REVISED 6/30/2013