



MOVE-OUT CHECKLIST

- Sweep your room or apartment
- Empty out all closets and drawers
- Clean the bathroom thoroughly
- All micro-fridges must be cleaned out, wiped down, unplugged and defrosted within 48 hours of your scheduled move out
- Refrigerators do not need to be unplugged, but they must be cleaned out and wiped down

When you actually leave:

- Please return the thermostat to its auto setting – 75 degrees cool
- Shut the curtains
- Turn off the lights
- Lock all doors (including the patio/balcony door)
- Remove all your belonging

Please turn in your security deposit refund request within 30 days after moving out. Your security deposit will be returned in full, pending inspection of your room. Certain fees may be assessed, based on the table below.

DAMAGE/SERVICE	FEE
Damage to furniture, tile or carpet	Cost of repair or replacement
Unbunk beds and reset furniture to original positions	\$50
Close and lock Balcony Door	\$50
Replace fire extinguisher	\$50
Replace key	\$100 per key
Damage to mattress/box spring/frame	\$100 - \$300
Damage to light fixtures	\$100 - \$150
Damage to walls or windows	Cost of repair
Replace light or electrical outlet covers	\$10 each
Remove trash and personal items left in room	\$50 - \$150 per bag
Clean bathroom, bedroom, balcony, kitchen	\$50 each room/space
Assemble furniture	\$150
Dirty micro fridge/refrigerator	\$50