

SUV MOVE OUT CHECKLIST

Your housing contract expires on Saturday, May 11 at 12:00pm Noon*

*7:00pm for graduating seniors

Check-Out Procedures:

- Review the “Pre-Vacate Consultation SUV” video online at http://youtu.be/L_8O3RL1M1I for important information about what you need to do in order to check out properly.
 - Please note that you should submit a service request online to have the stove/refrigerator moved out, rather than calling the service center.
- Clean and remove your personal items from all apartment areas. The bedroom and common areas will be inspected by staff upon vacate and there will be a minimum \$50.00 charge for removal of items left behind.
- Communicate with your roommate about how you will divide up cleaning tasks.
- If all residents are moving out of an apartment, Facilities Staff will enter those apartments beginning at 8:00am on Saturday, May 11 to begin unhooking stoves.

Notify Alliant Utilities (1-800-255-4268) to take gas service out of your name:

- If the SUV office is billed for gas service used prior to the return of your apartment keys, gas service and administrative fees will be added to your university account. No gas service fees are refunded for failure to have gas service taken out of your name. Communicate with your roommate regarding finalizing payment of any last gas charges.

Change your address:

- Forms are available at the SUV office or you may visit <http://www.usps.com>. You must do this to get your mail/packages forwarded to you. Ensure that you update your new address with all entities that have it (family, friends, banks, magazines, Amazon, etc.)

CLEAN! You are responsible for cleaning before you return keys:

- Complete all items on the cleaning checklist provided to you.
- Work with your roommate to create a cleaning plan. Lack of poor communication is not an excuse. You share in the responsibility for the apartment condition when the last person checks out.
- Stove and Refrigerator – Submit a Service Request at least 2 weeks in advance (go to www.housing.iastate.edu and click on the “Submit a Service Request” button) to have your stove and refrigerator disconnected and pulled out to clean behind them. Do not shut off your refrigerator.
 - When cleaning is complete, submit another work request to have appliances moved back.

Do you have extra food that you don't want to take with you?

- Donate non-perishable, unopened, non-expired food to the SHOP Food Pantry at the Community Center.

On the day you leave:

- Check your mailbox one more time for any additional mail.
- Remove all personal items before you turn in your keys: Items left behind are immediately removed by staff at your expense.
- Leave modem equipment and cords in the apartment: There is a \$50.00 charge for replacement.
- Keys: Lock doors and bring keys to the SUV office when all items are completed.
 - Will you be returning keys after the office is closed? Please visit the SUV Office during regular business hours (Monday-Friday, 8am-5pm) between Monday, April 29 and Friday, May 10 to complete paperwork. Then, when you are ready to leave, return your keys in the provided envelope to the key drop box located outside the front door of the community center.

A final inspection of your apartment will be completed after you have checked out. Charges for damages, not cleaning, and property removal will be assessed and placed on your University bill after check out.

Questions?

Call: 515-294-5360 or Email: apartments@iastate.edu or Contact your Community Adviser

SUV APARTMENT CLEANING GUIDE

| ✓ | BATHROOM | RECOMMENDED CLEANERS | SPECIAL INSTRUCTIONS |
|---|--|--|--|
| | Sink/Counter/Cabinets Tub/Shower Walls | Scrubbing Bubbles All purpose cleaners Mr. Clean Magic Eraser Goo-Gone | Spray/scrub and thoroughly clean tub/shower and sink areas. Remove ALL residue. Clean/wipe out all cabinets Remove marks from walls |
| | Toilet | Lysol Basin Tub & Tile Cleaner Toilet Bowl Cleaner | Clean inside and outside of toilet Scrub inside of toilet as needed Clean seat, rim and all areas |
| | Faucet/mirrors Other fixtures Floor Other areas | Windex Glass & Surface Cleaner Clorox Disinfecting Wipes All purpose cleaners Warm, soapy water | Spray mirror/faucet with glass cleaner. Wipe dry & shine Spray all fixtures with all purpose cleaner and wipe dry Sweep, mop & scrub tile floor |
| ✓ | KITCHEN | RECOMMENDED CLEANERS | SPECIAL INSTRUCTIONS |
| | Refrigerator | All purpose cleaners Warm, soapy water | Remove all items Spray all areas with cleaner and thoroughly Wash/wipe down all walls, shelves, drawers and parts (inside & outside) |
| | Stove | All purpose cleaners (ex: Soft Scrub) 409 Cleaner/degreasers | Clean all areas—tops, sides and front Clean beneath stovetop and underneath burners Remove /wipe out all food crumbs |
| | Oven | Easy Off Oven Cleaner | Clean inside and outside Clean broiler pan and drawer |
| | Range Hood | All purpose cleaners/degreasers | Clean completely and remove ALL Grease |
| | Sinks/Counters | Windex Glass & Surface Cleaner Clorox Disinfecting Wipes All purpose cleaners with warm water | Wet, wipe down and thoroughly clean ALL areas Spray/Scrub counters and sinks with general cleaners and dry |
| | Cabinets | All purpose cleaners/degreasers | Remove all items and wipe down inside and out Remove ALL grease from outside |
| | Walls | Mr. Clean Magic Erasers Goo-Gone | Remove ALL grease and marks Use Goo Gone for sticky residue |
| | Floors | Warm, soapy water | Sweep, wash mop & scrub all floors—including staircases (UV) Submit a Service Request to have appliances moved out to clean the floors behind them. |

| ✓ | GENERAL CLEANING | RECOMMENDED CLEANERS | SPECIAL INSTRUCTIONS |
|---|-------------------|---|--|
| | Floors | Warm, soapy water/vacuum | Sweep, wash, scrub and mop Vacuum any carpeted areas Professional carpet cleaning is not required. DoR staff will clean carpets upon your vacate. Charges apply for stains that cannot be removed. |
| | Walls | Mr. Clean Magic Erasers Goo Gone | Remove all marks Use “Goo Gone” to remove sticky residues on wall Spot clean and wipe with non-abrasive sponge DO NOT fill nail holes, paint or spackle the wall |
| | Closets | | Remove all items Clean/wipe down/dust all shelving |
| | Windows | Windex Glass & Surface Cleaner Window Cleaners | Clean all windows including the tracks windows slide on |
| | Other Surfaces | All purpose cleaners Dusters | Thoroughly wipe down, clean and dust all other apartment areas—vents, outlets, baseboards, etc. |
| | Patio (UV) | | Remove ALL items and weeds-charges apply for personal items left behind |
| | Storage Area (SV) | | Remove ALL items—charges apply for personal items left behind |

Additional Reminders:

- Remove all personal belongings from all apartment areas. Pack up, recycle, and dispose as necessary. Residents are charged significantly for items left behind that require removal by DoR staff. Do not forget to remove ALL items from patios (UV) and basements (SV).
- Submit Service Requests for any non-working items/routine maintenance online at www.housing.iastate.edu and click on the “Submit a Service Request” button.