Sunnyside Apartments
Vacating/Move Out Procedure

Residents moving out of Sunnyside Apartments must submit an Intent to Vacate form to the Main Office at least thirty (30) days before they vacate the apartment. Notices received on non-business days or after 4:30 PM will be considered received the next business day. Forms can be emailed to info@apartments.utah.edu. Single graduate housing residents may have an early termination fee charged to their account if terminating the lease early.

Residents transferring apartments within Sunnyside Apartments should not submit an Intent to Vacate notice.

Pre-Move Out Inventory – Within seven (7) business days after the Intent to Vacate notice is received *(or a Transfer Assignment is accepted)* Maintenance personnel will enter the apartment and perform a Pre-Move Out Inventory. The Pre-Move Out Inventory takes only a few minutes and does not require residents' presence. Maintenance will only be checking for any large repair/replacement items (i.e., cabinets, countertops, tub/shower, carpet. etc.) not for the general cleanliness of the apartment.

Move Out Inspection – The Move Out Inspection will determine any cleaning or damage charges and automatically occurs on the next business day following the move out date. If a resident would like to be present for the Move Out Inspection they should call Maintenance at 801.581.8668 at least three (3) business days before they move out to schedule an appointment for the move out inspection. All personal belongings must be out of the apartment and the apartment must be clean by the appointment time.

Reminders:

☐ Account must be paid in full. Final month pro-rated rent must be paid by the first of the month.

☐ Return all keys to the Main Office front desk or the After Hours Drop Box in the Main Office foyer. Do not leave keys in the apartment. Residents are responsible for the condition of the apartment until all keys have been returned. Residents will be charged for keys not returned by midnight on the move out date.

☐ Xfinity/Comcast cable TV box and modem/router DO NOT REMOVE FROM APARTMENT (including wireless cable TV box if supplied). Residents will be charged $150.00 if equipment is not left in apartment.

☐ Cedar Apartments, if applicable - if you picked up a Comcast cable TV box from the downtown Comcast store when you moved in, return the cable TV box to the same store at 616 East 400 South Salt Lake City, UT 84102. Do not return cable box to Sunnyside Apartments or leave it in the apartment. Do not remove any other Comcast equipment from the apartment.

☐ Cedar Apartments , if applicable - if you created a Comcast/Xfinity customer service account you must call Comcast/Xfinity and let them know that you are moving out/transferring apartments. The customer service phone number for Cedar units is 1-855-307-4896. Remember to use the following, for your address:

Courts 800, 900, 1000 – 1945 E. Sunnyside Ave (your apt #)
Courts 1100, 1200, 1300, 1400, 1500 – 750 S. Arapeen Drive (your apt #)

☐ Leave recycling bin in the apartment. Resident will be charged if bin is not left in apartment.

☐ File a forwarding address with the U.S. Postal Service (www.usps.com)

☐ Change address on any package delivery service (Amazon, eBay etc.)
☐ Discontinue any services or deliveries.
☐ Remove all personal belongings from laundry rooms, bike racks, stroller rooms and common areas.
☐ Residents may submit the Release of Information form at the bottom of this document to the Main Office, if they would like Sunnyside Apartments to release their rental history.

Vacate Date - Residents must vacate the apartment by midnight on the date specified on their Intent to Vacate or Lease Agreement or may be charged treble (triple) damages or one hundred dollars ($100.00) per day, whichever is greater. Any items left in the apartment will be considered abandoned. Residents will be charged for removal and storage of these items.

It is a violation of the Rental/Lease Agreement to leave trash, furniture, or other refuse outside the trash bins. There is a large trash dumpster located north of the Maintenance Building in the West Village for disposal of large items, such as furniture.

Cleaning the Apartment - The apartment must be thoroughly cleaned. Dispose of all cleaning water by flushing it down the toilet.

- Floors - Clean all floors. Do not wax the floors.
- Kitchen - Clean kitchen sink, faucet, cabinets and countertops. Wash top of kitchen cabinets.
- Range - Unplug range before cleaning. Do not use heat-activated oven cleaner. Clean all parts of the oven & range including exterior.
- Refrigerator - Clean all parts of the refrigerator and freezer including exterior. After cleaning, leave refrigerator temperature setting on 1.
- Kitchen exhaust fan - Clean the filter by soaking in water and detergent. New filters are available for purchase at the Maintenance Office.
- Closets, Cabinets, Drawers, Shelves and Backsplashes - Remove all shelf paper, contact paper and adhesive residue.
- Bathroom – Clean toilet, bathtub, mirror, walls and floors.
- Doors and walls - Clean all walls and doors. Remove all hooks, nails, stickers and tape.
- Heating and air conditioning units – Clean off vents. If applicable, turn air conditioning off. In cold weather set thermostat to 60 degrees.
- Light fixtures - Wash all light fixtures carefully. Replace all missing or defective light bulbs.
- Smoke detectors - If applicable, make sure smoke detectors are installed and functioning.
- Stairwell – If applicable, sweep and pick up stairwell area.

RELEASE OF INFORMATION FORM

Please sign and submit this Release of Information form to the Main Office if you wish to share credit and residency information with others. This may help you to re-locate more efficiently. Sunnyside Apartments will not release any credit or residency history without the written consent of the resident.

I, _____, of apartment #_____
(Print Name)

hereby authorize Sunnyside Apartments to verify my residency and release credit information to any mortgage company, apartment complex, or other persons with legitimate interest in said information.

_____ _____
Resident Signature Date

_____ _____
Spouse/Partner Signature Date