

## University Student Apartments Vacating/Move Out Procedures

Residents moving out of University Student Apartments (USA) must submit an [Intent to Vacate form](#) to the Main Office at least thirty (30) days before they vacate the apartment. If less than thirty (30) days notice is given, the resident agrees to pay rent for the thirty (30) days following such notice. Notices received after 4:30 PM will be considered received the next business day.

*Residents transferring apartments within USA should not submit an Intent to Vacate notice.*

**Move Out Inspection** - Due to COVID-19 we are not currently conducting in person move out inspections. They are still taking place, but they will be scheduled for the day after your move out date. You are not required to be present for that inspection. The move out inspection will determine any cleaning or damage charges. All personal belongings must be out of the apartment and the apartment must be clean by midnight on your scheduled move out date.

### 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 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.
- If applicable, clean and return modem, power supply, cables and filter to the Main Office or the After Hours Drop Box in the Main Office foyer. Residents will be charged \$100.00 if not returned by midnight on the move out date.
- Leave credit card information with Cashier at Main Office. Deposit accounting (refund of security deposit or charge of unpaid account balance) is processed approximately 10-14 days following the move out date (Rent Charged Through date on Intent to Vacate form).
- If applicable, return cable TV box to Comcast at 616 East 400 South Salt Lake City, UT 84102 or request an Equipment Return Kit by calling 1-800-266-2278. Do not return cable box to USA or leave it in the apartment.
- Leave recycling bin in the apartment. There will be a charge to the rental account if bin is not left in apartment.
- File a forwarding address with the U.S. Postal Service. ([www.usps.com](http://www.usps.com))
- Clean out storage lockers (Medical Towers & South Courts).
- Discontinue services or deliveries (additional cable TV service etc.).
- Remove all personal belongings from laundry 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 USA to verify their rental history.

**Vacate Date** - Residents must vacate the apartment by midnight on the date specified on their Intent to Vacate 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 Agreement to leave trash, used 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.

- Clean modem, power cord, cable and filters before returning them to the Main Office.
- 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 - Sweep and pick up stairwell area.

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**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. University Student Apartments will not release any credit or residency history without the written consent of the resident.

I, \_\_\_\_\_, of apartment # \_\_\_\_\_ MP/UV/FD  
 (Print Name)

hereby authorize University Student 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