

KEYS

All keys, including mailbox and laundry keys, must be returned by noon on the last day of your lease or on your requested termination date. Residents who fail to return their keys on time will be charged for a lock change and missing keys.

ABANDONED PROPERTY

All items left on the premises at the time of vacating will be disposed of by Family & Graduate Housing (including bikes and cars). Please take extra care to remove all of your personal items.

DEPOSIT RETURN

The university will credit your security deposit to your student account prior to your requested vacate date. If vacating charges are assessed against your apartment, they will be billed to your student account.

PERSONAL INFORMATION

Change your address with the U.S. Postal Service to ensure your mail is forwarded to your new location. The change-of-address process can be completed online at www.usps.gov.

THANK YOU!

We sincerely appreciated the opportunity to serve you during your time as a resident of University Apartments. If you enjoyed living here, we ask you to tell your friends who will attend the University of Illinois Urbana-Champaign about University Apartments!

University Housing

Family & Graduate Housing

1841 Orchard Place

Urbana, Illinois 61801

Telephone » 217-333-5656

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Email » apartments@illinois.edu

www.housing.illinois.edu/apartments

Preparing to Move Out of University Apartments

PREPARING TO VACATE YOUR APARTMENT

Thank you for choosing to live in University Apartments. Please use this pamphlet as a guide to help you properly clean and vacate your apartment. It is our hope that this booklet will help you leave your apartment in good condition. At the suggestion of our residents, we have made this checklist specific and detailed. If you have further questions about the vacating procedure after reviewing this information, please contact Family & Graduate Housing at 217-333-5656 or email us at apartments@illinois.edu.

VACATING DATE

You must vacate your apartment on or before the last day of your lease termination date. Requests for a lease extension beyond the last day of your current lease vacating date must be submitted in writing by completing a Lease Extension Form. Lease Extension Forms are available in the Family & Graduate Housing office and online at the University Housing website. Requests for lease extensions must be submitted by May 15 and will only be approved by the Family & Graduate Housing office in very rare cases.



Student Affairs

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

CLEANING YOUR APARTMENT

Your apartment should be thoroughly cleaned before you leave. If your apartment does not meet the standards of Family & Graduate Housing, a charge for necessary cleaning will be assessed. Please use the following checklist to help ensure you have completed all necessary cleaning tasks.

CHECKLIST

REFRIGERATOR

- Empty, defrost and clean with a mild dishwashing liquid and water. Do not use sharp objects to remove ice, as you may puncture the evaporator lines and will be charged for damages or replacement of the refrigerator.
- Wash and dry the inside and outside of the refrigerator making sure to remove any marks, stickers or tape.
- Clean the racks, shelves and vegetable bins inside and out. Clean under the bins.
- Set controls at the #3 setting after cleaning is complete. Leave the refrigerator plugged in.

STOVE

- If you have an electric stove, be sure the circuit breaker — located in the electrical panel box — is turned off prior to cleaning.
- Do not extinguish the pilot light on a gas stove.
- Detach all removable parts and clean them in the sink. Do not remove stove burners or oven elements.
- Use oven cleaner to clean the inside of the oven. Do not use oven cleaner on the outside of the oven. You may find it helpful to purchase a “fume-free” oven cleaner.
- Remove grease from the oven racks, broiler pan and tray. Return all items to the oven after cleaning.
- Thoroughly clean stove burners, drip pans and the area under the drip pans. Please do not submerge electric range burners in water.

SINK

- Wash the kitchen sink, including all fixtures. Use a fine, non-abrasive cleaner for stains and lime residue.
- Clean all metal fixtures, including those found under the sink.

CABINETS, DRAWERS & SHELVES

- Remove all shelf paper and contact paper. Wash drawers, shelves and counter tops inside and out.
- Remove all personal items from closets and then wash all hanging rods and shelves.

WATER HEATER AREA

- Clean in and around the water heater closet.

BATHROOM

- Clean the toilet with disinfectant inside and out, including the toilet seat and bowl.
- Clean the outside of the toilet tank and lid.
- Clean the walls of the shower and tub. The fiberglass area must be cleaned with a nonabrasive liquid cleaner. In porcelain areas, a mild dishwashing liquid may be used. Rinse with water and dry.
- Remove mildew, rust and lime from fixtures and walls, including fixtures under the sink and toilet.
- Wash the medicine cabinet inside and out, including the top and the mirror.

WINDOW AREAS

- Brush off all screens and leave screens in place in the window.
- Thoroughly clean windows on the inside. Remove all stickers, tape and tape marks from windows and window frames.
- Clean window blinds.
- Orchard Downs apartment residents also need to clean their kitchen window and screen.

WALLS, DOORS, CEILING & FLOORS

- Remove all hooks, nails and tape. Handprints and marks on ceilings and walls should be removed with a mild dishwashing liquid and water.
- All floors should be swept and wet mopped after any carpet tape or backing has been removed. Do not allow water to stand on floors for an extended period. Do not wax the floors.
- Check each room corner, behind the stove and refrigerator, and in closets for overlooked dirt next to the walls.

CHECK-OUT PROCEDURE

In addition to completing your cleaning responsibilities in your apartment, you will also need to complete the following items prior to your vacating date:

1. Leave the TV cable, Comcast™ modem, modem power supply unit and cord, all three coaxial cables, ethernet cable and the cable splitter in your apartment (you will be charged if any are missing).
2. Remove personal items (toys, bikes, grills, etc.) from balconies, stairwells and storage areas, including storage cages at Goodwin-Green. At Goodwin-Green, storage areas should be left swept and clean.
3. Place all garbage and personal items you wish to dispose of (couches, beds, chairs, etc.) directly into the dumpsters. Do not leave items outside of the dumpsters.
4. Discontinue any services for which you have contracted: newspapers, subscriptions, enhanced cable TV services, etc.
5. Discontinue telephone service at Orchard Downs and Ashton Woods, if applicable.
6. Contact Ameren utility company to inform them of your vacate date so they can prepare your final bill and process your deposit. The telephone number for Ameren is 1-800-755-5000.

ESTIMATED CHARGES FOR CLEANING, REPLACEMENTS & DAMAGES

After you move out of your apartment, it will be inspected by University Housing staff for damages and cleanliness. If it is determined that you will need to be charged, a bill will be sent to your student account. The items listed to the right are for reference only and are not meant to be a complete or final list of possible charges.

CLEANING CHARGES:

- Floors \$50
- Stove \$50
- Refrigerator \$50
- Cabinets & Counter \$50
- Bathroom Fixtures \$50
- Bed \$50
- Windows \$50
- Trash & Garbage \$50/hr

REPLACEMENT CHARGES:

- Lounge Chair Upholstery \$400
- Sofa Upholstery \$900
- Bed Mattress
- Full \$176
- Twin \$118
- Cable Splitter \$5
- Modem & Power Cord \$200
- Snow Shovel \$23
- TV, Coaxial or Ethernet Cable \$10
- Apartment Lock Change \$50
- Mailbox Lock Change \$50
- Laundry Key/Computer Lab \$50
- Smoke Alarm \$55
- Replace Door \$100-300
- Replace Stove – Electric \$415
- Replace Stove – Gas \$390
- Replace Refrigerator \$470
- Replace Mirror \$50
- Fire Extinguisher \$25
- Stove Broiler Pans \$20
- Plunger \$10

DAMAGE CHARGES:

- Holes \$25
- Kitchen Counter Top \$200
- Counter Top Patch/Repair (each) \$50
- Plumbing Repairs \$100
- Painting/Washing (per room) \$100
- Damaged Furniture \$100
- Contact Paper (minimum) \$25
- Window Screen \$25