

# Vacating Your UND Apartment



Housing Office  
Grand Forks, ND  
[housing.UND.edu](http://housing.UND.edu)  
701.777.3763

**UND HOUSING**  
UNIVERSITY OF NORTH DAKOTA

# Table of Contents

Notice to Vacate/Checkout.....	3
Rent.....	3
Electricity.....	3
Mail.....	3
Packing Tips.....	4
One Month Before Moving.....	4
One to Two Weeks Before Moving.....	5
On Moving Day.....	5
After Arriving at Your New Home.....	5
Avoid Thefts.....	5
Apartment Inspection/Check-out.....	6
Things to Complete Prior to Check-out.....	6
Cleaning the Apartment.....	7
Range.....	7
Refrigerator.....	8
Cabinets, Drawers, Shelves, Furniture.....	8
Kitchen Sink.....	8
Window Area.....	9
Heating Units.....	9
Floors - Carpet, Tile or Linoleum.....	9
Bathroom Fixtures.....	10
Walls, Doors, Ceiling.....	10
Miscellaneous.....	11

## Credits

Apartment Life Department  
Colorado State University  
UND Maintenance and Custodial Staff  
UND Resident Managers  
Housing Staff

It is our intention that this booklet will aid you in leaving your apartment in good condition and help make the transition to your new location smoother. We hope to make you aware of the expectations regarding cleaning, thereby eliminating or reducing charges for maintenance and cleaning. If you have further questions about vacating procedures after reviewing this information, please contact your resident manager or the Housing Office.

### **NOTICE TO VACATE/CHECKOUT**

A 60-day notice is required when vacating your UND apartment (faculty/staff and Hamline must refer to their leases for vacating terms). The leaseholder must submit a written 60-day notice to the Housing Office. Everyone in the apartment must vacate on or before the date indicated on the Notice to Vacate. You may not delay past this date since a new applicant has possibly been assigned and given us a move-in date based on your vacate notice.

Checkouts may be scheduled by contacting the Housing Office five days prior to your move-out date at 701-777-3763 or 701-777-4251. Prior to the time of your checkout appointment, all your personal belongings must be moved out and the apartment should be cleaned and ready for inspection.

Failure to follow the established checkout procedures may result in a \$50.00 improper checkout fee in addition to any damage or cleaning charges.

### **RENT**

Rent will be billed up to and including the day you checkout provided the 60-day notice has been given accordingly. In the event 60 days notice was not given, the leaseholder will be charged 60 days rent from the time the notice was received, or until a new resident checks in.

### **ELECTRICITY**

The electrical meter will be read at the time you vacate and final electrical charges will be calculated and charged to the leaseholder's University account (when the electricity is supplied by UND).

### **MAIL**

To get your mail at your new address, you must notify the Grand Forks Post Office and update your HOME address on Campus Connection. UND departments use the HOME address when sending UND-related mailings. Once you have checked out of your UND apartment, you will not be granted access to the mailbox.

## **PACKING TIPS**

- Keep the following supplies handy for packing: boxes, marking pens, masking tape, bubble wrap, newspaper or tissue, packaging tape and scissors and a tape measure.
- Use strong boxes and containers that can be secured tightly. Using same size boxes allows more efficient use of space.
- Pack audio-video equipment in their original boxes. Label cables and tighten transit screws. If removing screws, tape them to the objects they are removed from.
- Label each box and indicate the following: (a) whether it is fragile (b) if it should be loaded last so it will be unloaded first and (c) what room it belongs in.
- Cushion contents with packing material such as bubble wrap, newspaper, or tissue. Save room by using towels and blankets to wrap fragile items.
- Have rugs and draperies cleaned before moving and leave them in wrappings for the move.
- Pack medicines in a leak proof container.
- Carry all valuables with you.

## **ONE MONTH BEFORE MOVING**

- Fill out change of address order form for post office.
- Contact and change address for any magazine or newspaper subscription.
- Make arrangements, if necessary, with airlines, buses, car rental agencies, and hotels.
- Obtain medical and dental records, x-rays, and prescription histories. Ask doctor and dentist for referrals and transfer prescriptions.
- If using a moving company, take inventory of your belongings before they're packed, in the event you need to file an insurance claim letter. If possible, take pictures or video tape your belongings. Record serial numbers of electronic equipment.
- Start using up food items, so that there is less left to pack and possibly spoil.
- Begin packing unneeded items.

## **ONE TO TWO WEEKS BEFORE MOVING**

- Arrange for help on moving day.
- Confirm travel reservations.
- Clean rugs and clothing and have them wrapped for moving.
- Plan ahead for special needs of infants.
- Close bank accounts and have your funds wired to your new bank. Before closing, be sure there are no outstanding checks or automatic payments that haven't been processed.
- Collect valuables from safe-deposit box. Make copies of any important documents before mailing or hand carry them to your new address.
- Check with your insurance agent to ensure you will be covered through your homeowner's or renter's policy during the move.
- Begin cleaning apartment.
- Schedule checkout inspection at least five days prior to checkout with the UND Housing Office. Call 701-777-3763.

## **ON MOVING DAY**

- Double check closets, drawers, and shelves to be sure they are empty.
- Carry important documents, currency, and jewelry yourself, or use registered mail.
- Carry travelers checks for quick, available funds.
- Finish cleaning the apartment.
- Remove parking decal from vehicle windshield.

## **AFTER ARRIVING AT YOUR NEW HOME**

- Renew your driver's license, auto registration, and tags.
- Locate the hospitals, churches, police stations, and fire stations near your home.

## **AVOID THEFTS**

- Do not pack any items in your vehicle or the cab of the moving truck until you are ready to drive away. Leaving items in sight tempts thieves.
- Lock all doors to moving trucks.
- While moving, do not leave items outside unattended. Have a person stand guard outside.

## **APARTMENT INSPECTION/CHECKOUT**

We are anxious to assist you in leaving your apartment in good, clean condition. Your own inspection of your apartment is a step in achieving these objectives. The inspection that will determine any cleaning or damage charges will be conducted by a staff member at your checkout appointment. During the inspection, the manager will compare the condition listed on the original Inventory and Condition Form which should have been submitted with any changes by you 10 days after check-in. If this form is not on file, you as the leaseholder, have agreed that the apartment was in perfect condition at check-in and agree to checkout under that acceptance. Failure to checkout of the apartment properly may result in a \$50.00 improper checkout fee. The checkout is complete only when the condition of the apartment has been verified. If you wish to appeal any charges following a checkout, you may do so by setting up an appointment with the appropriate administrator or submitting a written statement outlining your appeal.

## **THINGS TO COMPLETE PRIOR TO CHECKOUT**

The following are miscellaneous items that you need to complete prior to the time of your checkout appointment:

- Contact the Housing Office five days prior to your move-out date at 701-777-3763 or 701-777-4251.
- File a forwarding address with the U.S. Postal Service and update your HOME address on Campus Connection.
- Discontinue all deliveries to your apartment (i.e. newspaper, milk, etc.)
- Call your phone service provider to discontinue or transfer your telephone service (no telephones may be left in the apartment).
- Remember to leave the broiler pan at the apartment (to avoid replacement charges).
- Clean your yard of personal belongings (i.e. toy, bikes, etc.).
- Remove all personal items from the apartment and/or storage area(s); please remove all garbage and dispose of in dumpster.
- Large items you wish to dispose of such as couches, beds, chairs, etc. should be taken to the Grand Forks County sanitary landfill.

## CLEANING THE APARTMENT

We expect the apartment to be as clean as it was when you moved in. Of course, we also expect a certain amount of normal wear and tear, but cleanliness is a must. This also enables the new residents to move in with a minimum delay. The following should provide some assistance in meeting necessary standards of cleanliness. If charges are necessary, you will be assessed an hourly rate for custodial time and maintenance time, plus the cost of maintenance supplies.

You should have the following cleaning materials and equipment available: sponges, rags, mop, bucket, toilet cleaner, vacuum cleaner, non-abrasive tub and tile cleaner, and window cleaner. Begin your cleaning as early as possible.

### **RANGE**

- Be sure that the circuit breaker to the range is off prior to cleaning if you have an electric range. The circuit breaker is located in the electrical panel. Do not extinguish pilot lights on the gas stoves.
- Remove all removable parts and place them in the sink for cleaning. Do not remove burner or oven elements.
- Pull the range out from the wall (do not pull the gas connection line loose behind the gas stoves). Clean the sides and back of range, and the floor and wall behind.
- Using oven cleaner, clean the oven. Range buttons should not be sprayed with oven cleaner. They should only be wiped with a rag and cleaner. If buttons are sprayed, they may short out the electrical system in the range. Place plastic in front of the oven and under the oven (about 6") to protect the floor from damage. Do not use oven cleaner on aluminum drip pans.
- Thoroughly clean rings, drip pans, and area under the drip pans.
- Remove burned-on grease from the shelves, broiler pan, and tray. Place these back in the oven after cleaning.
- After cleaning, reassemble the parts of the range.
- Remember to clean the range hood, and the drawer beneath the oven—do not use oven cleaner on either of these parts!
- Remember to leave the broiler pan with the stove.

## **REFRIGERATOR**

- Defrost and clean with detergent and water. Turn freezer and refrigerator controls to off position and leave doors open. Don't use sharp objects, hair dryers, or heavy objects to defrost refrigerator. You may puncture the evaporator lines and you will be charged for this.
- Pull refrigerator away from the wall and remove all personal property that may have accumulated. Clean floors and walls, under, behind, and beside the refrigerator.
- Clean all refrigerator racks and shelves.
- Wash and dry the inside and outside of the refrigerator making sure to remove all marks, stickers, and/or tape marks. Inside cleaning should include the shelves, butter tray, and ice trays. Place removable trays back in their normal position after cleaning.
- Clean vegetable bins inside and out, and under the bins.
- Leave controls turned on at setting 1 or 2 to keep mold, etc. from forming.

## **CABINETS, DRAWERS, SHELVES, AND FURNITURE**

- Clean all shelves, drawers, and cabinets inside and out. Use detergent and water, or use "all purpose cleaner" that leaves no film or residue.
- Remove all shelf paper and wash shelves, drawers, and counter tops thoroughly, inside and outside.
- Wash top of kitchen cabinets and furniture where applicable.
- Remove all personal items from closets, and wash (as above) rods and shelves.

## **KITCHEN SINK**

- Wash the kitchen sink including fixtures. Use a fine non-abrasive cleaner for dirty marks, stains, and lime.
- Clean the metal fixtures including those under the sink in the cabinet.
- Rinse the sink and fixtures thoroughly with clean water.
- Dry with cloth.
- Clean dishwasher with detergent and water, where applicable. Do not use abrasive or scouring powder.

## **WINDOW AREAS**

- Brush off all screens and leave screens in place in window.
- Thoroughly clean first floor windows with window cleaner on the inside and outside. Wash outside of windows April 1st—November 1st only. Clean second and third floor windows on the inside only. Ensure all stickers and tape marks are removed and the window frames are also cleaned.
- Clean all window tracks on which the windows slide or close.
- Clean the patio doors, tracks and frame, where applicable.

## **HEATING UNITS**

- Wipe off the outside (top) and the louvers/vents of the heating units with a damp cloth, detergent, and water.
- When leaving, please turn thermostat, where appropriate, to 60 degrees during heating season.

## **FLOORS**

(Tile or Linoleum)

- All the floors should be swept and wet mopped (change water often to prevent streaking).
- Check each corner, behind the stove, behind the refrigerator, and in closets for overlooked dirt next to the walls.
- Dispose of all cleaning water in the toilet bowl.
- **DO NOT RE-WAX THE FLOORS.**

(Carpet)

- Vacuum the carpet. If you need to steam clean your carpet, steam cleaners may be rented from local equipment rental or hardware stores. Do not use a rotary carpet shampooer on your carpet as this may cause damage to some types of carpet.

## **BATHROOM FIXTURES**

- Clean the light cover and the vent.
- Thoroughly clean the toilet with disinfectant both inside and out, including the toilet seat and bowl. Clean outside of tank and lid.
- Remove all discolorations inside and outside of the toilet.
- Scrub the inside of the bowl with a brush (long handled) or bowl cleaner.
- Clean the walls of the shower and tub thoroughly. Fiber glass tubs must be cleaned with non-abrasive liquid cleaner. In porcelain tubs a mild acid or degreaser may be used. Rinse thoroughly with water and dry with cloth to remove water spots and film.
- Remove fungus, mildew deposits, and lime from fixtures and walls. Don't forget the metal fixtures under the sink and toilet. A small brush will remove the mildew around the tub and other damp areas. (HINT: A strong bleach and a discarded toothbrush do a remarkable job on the mildew around the tub and in damp areas.)
- Wash the medicine cabinet inside and out, including the top and the mirror.

## **WALLS, DOORS, CEILINGS**

- Check all walls and doors for marks (including tape marks), hand prints, and any other marks that can be removed with detergent and water. Remove all such marks.
- Be sure to clean light switches, electric outlet covers, door handles, and floor boards.
- DO NOT PATCH or repair holes. Often times residents patch areas thus forcing us to paint when we may not feel the apartment otherwise warrants painting. This affects maintenance schedules and may cause delays in the apartment preparation and cleaning. It may also result in you being assessed charges for such painting.
- Remove hooks, nails, etc., from ceilings and walls. Any drilled holes, ceiling hook holes, and large nail holes will require repair by our maintenance personnel and a charge will be assessed.
- Remove any black marks on walls and any contact paper.
- Replace any and all permanent items you may have removed, such as drapery rods, shelves or shelf brackets, windows, screens, etc. with original item(s).
- Replace all burnt out light bulbs (to avoid replacement charges).

## MISCELLANEOUS

- Dust top of drapery rods, doors, window frames, and light fixtures.
- Remove and wash all light fixtures carefully.
- Remove any paper towel racks, etc. you may have attached to walls, doors, or cabinets.
- Check all closet shelves, remove all items, and clean shelves.
- Sweep down any cobwebs.
- Should you have any items in storage or in a garage, you must remove all belongings and thoroughly clean the area (UND Gallery apartments).
- Lock windows. Turn off lights, shut and lock the door.
- Clean the hallway area by your apartment and dispose of all trash in dumpster.

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