

Move Out Procedures

Dear Departing Residents,

We would like to take this opportunity to thank you for living in University of Washington Bothell Housing and at the same time send you the move-out and cleaning guidelines.

Leaving your unit in good shape and complying with the rules saves time, hassles and money in the long run for all parties involved.

Again, thank you for choosing to live in University of Washington Bothell Housing and we wish the best of luck to you in the future. If you have any questions, please feel free to call us at 425-352-5266.

Sincerely,
Student Life

MOVE OUT PROCEDURES

Steps:

1. Schedule a walkthrough meeting with your CA where you will review the Apartment Condition Form that was filled out at move-in and note any new damage. You will be charged for any missing items or damage that was not reported at check-in. If you are leaving before the end of your agreement, make arrangements with your roommate to clean the unit to their satisfaction so that they are not stuck with a mess that is not theirs. We will need your roommate's agreement that they feel you have sufficiently cleaned your part of the unit or you may be charged with additional cleaning fees.
2. All keys must be returned upon move-out. If keys are not returned, you will be charged the cost of changing the locks and \$85.00 per unreturned apartment key or \$15 per unreturned mail key. If you do not return a Building key, you will have to pay for a lock change on the building doors and the replacement of all building keys for residents.
3. Return parking decal (if applicable).
4. After Student Vacates, if the University determines that there has been an overpayment or part of Student's Deposit should be returned, the University shall send any such refund by mail to Student's last known address. If Student's last known address is not correct and the refund is returned to the University, it shall hold the refund for one year before remitting the refund to the Washington State Department of Revenue. Student acknowledges that it is Student's responsibility to keep University informed of his or her mailing address either through Student's MyUW account, or by other means after Student graduates or is no longer enrolled.
5. Any questions concerning move out procedures can be addressed by calling our office at 425-352-5266

CLEANING GUIDELINES

KITCHEN

- Cabinets & drawers clean inside & out.
- Countertop & backsplash cleaned & bleached, if stained.
- Refrigerator must be emptied, cleaned inside & out & turned back to the lowest setting. **DO NOT TURN THE REFRIGERATOR OFF AND DO NOT USE A KNIFE TO SCRAPE THE ICE.** If damage is caused, you will be charged to repair or replace the refrigerator. Make sure you clean around the seal of the door.
- Range: Clean the top, back, front, oven, broiler and pans under top burners. (Note – if drip pans are badly stained they can be replaced).
- Range hood clean underneath, filter, light cover & top.
- Floor must be scrubbed.
- Dishwasher must be cleaned inside & out and be sure to pay special attention around door.

BATHROOM

- Bathtub enclosures must be cleaned with no residue left.
- Bathtubs cleaned inside & out with no residue or hair left behind.
- Toilets cleaned inside & out & especially around base at floor.
- Medicine cabinets cleaned inside & out, also clean mirror.
- Sinks must be cleaned with no residue or hair left behind.
- Vanity must be emptied & wiped out, also outside & top cleaned.
- Floor must be scrubbed clean.
- Lights must be cleaned and working.
- Toilet paper holder wiped clean
- Towel racks must be wiped off with a damp cloth and cleaner.

IN GENERAL

- Make sure the carpeted areas are vacuumed.
- Make sure you empty your mailbox and provide the post office with a forwarding address.
- Blinds must be dusted.
- Light fixtures must be cleaned with soap & water with no streaks.
- Windows must be cleaned inside with no streaks. Window sills must also be cleaned.
- Furniture must be dusted and shining. All the furniture that came with your unit must be there.
- Balconies must be cleared of debris and swept.
- Cob webs must be swept out and cleaned off.

- Return all apartment furnishings to their proper place (where things were when you moved in). This includes re-lotting beds.
- Screens must be on windows
- Closets- all of your items must be removed and floors cleaned.
- Light switches/ must be wiped clean
- Walls must be wiped off and cleaned with nail holes filled.
- All light bulbs must be in lamps, sockets, etc. and be in working order.

CLEANING SUGGESTIONS

When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue left, take a clean wet cloth and wipe it clean.

Check the bathroom in particular to make sure that all hair is gone.

When you are finished in the kitchen, look at the range top at an angle to check for any grease spots that may have been missed. Also, don't forget to check the bottom and edges of the range hood for leftover grease.

DEPOSIT AND FINAL BILLING INFORMATION

If you are moving out prior to the end of your agreement, you forfeit your full deposit as an administrative cost. The cleaning charges and the cost of doing any repairs is in addition to the \$500 deposit. You have agreed to pay such balances within 10 days of receipt of any invoice from the University.

If you are moving out at the conclusion of your Agreement date, the following section of your contract applies: "a cleaning charge of \$150, for a single Unit, or \$75 (per student), for a shared Unit, will be deducted from Student's Deposit. Student agrees that any balance due from Student under this Agreement, including, but not limited to, the cost of repair or replacement of damaged or missing property and any extra cleaning charges attributable to Student, may also be deducted from Student's Deposit. Student will be refunded the remainder of Student's Deposit, if any. If the balance Student owes exceeds the amount of Student's Deposit, Student agrees to pay such balance within 10 days of receipt of an invoice from the University."

Any Late Fees, Outstanding Invoices, Unpaid Housing Fees, and Charges for Returned Checks will also be deducted from the deposit.

If Student's housing account is not paid in full by the time Student Vacates or Moves out, Student understands and agrees that he or she may not be able to register at the University of Washington (all campuses), transfer credits, or graduate until his or her outstanding balance has been paid. Should the University need to contract with a collection agency and/or pursue legal action against Student to recover any balance due, Student acknowledges and agrees that Student will be responsible for all costs, including, but not limited to, collection agency fees, attorney's fees, filing fees, and court costs.