

# Move-Out Instructions For SMU Apartments

Department of Residence Life and Student Housing

This list of guidelines regarding damages and cleaning standards for check-out is being provided to assist you in leaving your apartment in proper condition. **If these procedures are not followed, your deposit will have the appropriate charges deducted from it for necessary cleaning and/or damages.**

The following charges will be assessed if these items are not cleaned:

Refrigerator	35.00	Stove top/oven	30.00-50.00	Counters/cabinets	30.00
Bathtub	15.00-30.00	Sink	10.00	Commode	10.00
Vacuum, sweep	50.00	Trash not removed	25.00 (per bag or item)		

\*Charges are estimates and are subject to change.

**BATHROOM:** Faucets, drawers, shelves, lavatory, commode, medicine cabinet, mirror, bathtub, soap dish, toothbrush holder, walls, floor, window, etc., should be clean and free of water stains and residual matter.

**CLOSETS, CABINETS, & KITCHEN SINK:** Clean and clear of trash, residual matter and discarded items. Clean cabinets inside and outside with warm water and mild detergent. Do not use any type of abrasive or steel wool pads on cabinet surfaces.

**ELECTRICAL FIXTURES:** Light shades should be clean and free of loose material. Light bulb must be in place and working.

**FLOORS, CARPETS:** All floors should be clean, carpets should be vacuumed.

**RANGE:** Clean inside and outside. The range door, walls, shelves, broiler, burners, area under the burners, as well as the floor, walls, and cabinets around the range should be free of all grease, spilled or burned matter.

**REFRIGERATOR:** Defrost the refrigerator. ***Do not use any sharp objects to remove frost buildup.*** When refrigerator is defrosted, remove and clean all parts, as well as the inside of the refrigerator, with warm water and baking soda. Do not use abrasives on either the inside or outside of the refrigerator. ***After refrigerator is cleaned, rinsed and dried, turn on low and leave the door closed.***

**SHELVES:** Clean and free of all items.

**WALLS, CEILINGS, & DOORS:** Clean and free of nails, cooking grease, screws, crayon or pencil marks, paintings, posters, tape, and marks.

**WINDOWS & SCREENS:** In place, closed, locked and clean inside including window sills and facings.

**HALL & YARD:** Clear of trash, yard furniture, and discarded items around your apartment. All discarded items must be disposed of properly. Bicycles, baby carriages, or strollers must be taken upon your departure.

**ITEMS ADDED BY RESIDENT:** Any extra items which you have added (such as shelving, cabinets, etc.) may be left in the apartment only with the approval of the apartment facilities manager, Ben Earp at 214-750-4777. If you wish to leave certain "improvements", be sure to clear these prior to your check-out date.

## SOME REMINDERS WHEN MOVING OUT

**Mail** - Be sure to fill out a forwarding address card with the US Post Office.

**New Address** - The Department of Residence Life and Student Housing needs your forwarding address. Before you move out, be sure to give us your address in writing. Any deposit check cannot be returned unless we have a forwarding address.

**Keys** - When you are completely moved out, place your keys in an envelope with your name and address and return them to the Apartment Maintenance Office located at 2812 Binkley #115, the drop box located at the same address or the RLSH office located in Boaz Hall. **If this is not done, you will be charged the cost of re-keying (\$35.00 apartment key and \$35.00 mailbox key).**

### Important Telephone Numbers

It is your responsibility to disconnect the various utilities and services that you currently pay.

Atmos Energy	(800) 460-3030
TXU Electric	(972) 791-2888
Charter Cable Co.	(866) 937-2427
AT&T	1-800-464-7928

Your long distance carrier.