

College Park/University Park Check-out Packet



Please read and follow the instructions in this checkout packet.

If you have questions regarding the check-out packet, please contact the Facilities Office at (937) 775-3372. Hours are 8:30 a.m.-7:30 p.m. Monday through Friday. Please remove all belongings and return all paperwork and keys at your checkout. Remember that whether a resident is staying on or checking out does not exempt a person from cleaning responsibilities within their unit.

If you are unable to visit our office during regular office hours to return your paperwork, please use the “drop box” located near the front entrance to Residence Services. Residence Services is located in the Community Building under the WSU water tower.

The check-out packet is the resident’s input and record as to the conditions of the unit as found at check-out. It is important to carefully examine the components of the apartment, appliances, carpeting, etc. Please report any maintenance problems on the forms provided. Our office will address any repairs needed and keep the forms as a record of apartment check-out conditions during your housing stay. Since we have many residents moving in or out during the school year, the record becomes important should damage be found at check-out and a billing occurs. Following your checkout, the maintenance audit team will inspect the apartment and finalize the notes and records regarding the condition of the apartment. (The CA may assist a resident with a checkout but cannot finalize any judgment as to the condition of the room.)

Your bedroom will need to be cleaned along with any common areas including the living room, kitchen, your bathroom, etc.

Checkout Procedures for College Park and University Park

1. Go to the Registrars Office (E244 Student Union x5588) and update your permanent address.
2. If you moving to a different unit on campus and the move has been approved by a Community Director or the Residence Services Office, please skip Procedures 3 and 4. Please pickup your new keys to at The Residence Services Facilities Office in the Community Building, Forest Lane. Please call x3372 to confirm the unit is ready for your move.
3. Go to the Bursar Office (E236 Student Union x5650) and get a current printout of your account. Please go inside the office to get this information.
4. If you are checking out before the end of your lease please go to the Residence Services Business Office (Community Building, Forest Lane x4172) and fill out a Replacement Lease Request Form. Residents are financially responsible for the unit until a lease replacement is found and moves in.
5. **CLEANING CHECK LIST:**
 - Clean the doors in your unit. Clean and remove any marks, being especially careful near the handles, edges, and along bottom. Window and household cleaners work well for removing most marks.
 - Clean the windows and sills so they are free of dust and dirt. Wash the inside of the windows only.
 - All unauthorized paint, stickers, picture hangers, decals, etc., must be removed from the walls, windows, mirrors, furniture and doors. Do not try to fill or patch nail or fist holes in the drywall.
 - Vacuum, Sweep and mop the entire unit. Vacuum under and around all furniture.
 - Remove all personal belongings from the building.
 - Dust off all closet shelves.
 - Closets emptied of belongings and dusted out.
 - Take down and clean out all the dust and dead bugs that are in the light globes. Turn the light off and let the glass globe cool down before you handle it.
 - Clean bathroom fixtures including the sink, toilet, bathtub, shower stall, etc. Clean off all soap scum buildup from the shower walls. Use mildew/mold remover. Clean all the dirt and soap scum off the sink and bathtub. Clean the entire toilet not just the seat and the bowl.
 - Clean mold off shower curtain. Sweep and mop the bathroom floor.
 - Clean the sink, counter and area under the sink. Clean the mirror. Dust off the light globe.
 - Remove all food items from the refrigerator and clean all the shelves and trays. Take the crisper drawers out and clean under them. Don't forget to check the butter door. Use household cleaner or mild soap and water. Defrost the refrigerator and cleanup the melting water. Let the ice melt on its own; **do not use a sharp object to remove the ice**. If you punch a hole in the freezer while removing the ice, you may be billed for a refrigerator replacement. Please leave the refrigerator ON and set on "3".
 - Clean the microwave, oven and stove. Make sure you clean the drip pans and under the burners; use oven cleaner and SOS steel wool pads. Clean exhaust fan screen above stove; use hot soapy water. All baked on food should be removed from the oven, drip pans, racks and elements.
 - Clean exteriors of all appliances and kitchen sink using household cleaner or mild soap and water.

- ❑ Double check all items have been removed from the dishwasher, cabinets and on top of the cabinets.
 - ❑ All trash bags should be disposed in the dumpsters.
6. If withdrawing, return any unwanted used or new textbooks to the bookstore.
 7. Check your mailbox. WSU does not forward your mail when you move-out. Give the US Postal office a US Postal mail forwarding card 1 week prior to your checkout or you may also change your address online at www.usps.com. Give your apartment mates your new forwarding address and phone number.
 8. When you turn in the checkout packet and keys to Residence Services Facilities Office, Community Building Forest Lane, the unit should be clean, all personal items packed up and removed from the room.
 9. The checkout packet must have the following items to be considered complete. All housing keys returned, Damage and Repair form completed, WSU new address form completed and final checklist completed.
 10. This checkout packet must be turned in at the Residence Services Office at the Community Building in Forest Lane. The packet should be turned in the **SAME DAY** you move out of your old unit. If you are given a checkout deadline you must complete the checkout by that date or you may be billed for an improper checkout fine and other charges. Please do not give this packet to The College Park Community Office or your Community Advisor. You do not need an appointment to turn in the checkout packet. If the office is closed please place the checkout packet in the mailbox to the right of the Residence Services Office main entrance in the Community Building, Forest Lane.
 11. Turn in all the keys to the unit at the time of checkout with the checkout packet. Do not return keys to the Community Advisor or leave them with a roommate. Holding the keys will result in expensive key replacement charges.
 12. Return your parking permit to the Parking and Transportation office (E138 Student Union x5690). You could receive a credit on your account for returning the permit.
 13. If you need help filling out any of these forms or have questions about your checkout packet please call The Residence Services Office at 775-3372.

Helpful hints to avoid cleaning or damage charges:

- When cleaning the shower do not forget to clean the soap scum off the door and walls.
- Remember to clean out all the drawers and wipe them out. Do not leave behind pennies, paper clips and etc.
- When cleaning the oven and stove remember to clean under the drip pans and the wall around the stove including the exhaust fan.
- Use caution when removing tape from walls. Avoid drywall rips.
- Remember to clean the inside walls and ceilings of all appliances.
- Expect a carpet cleaning charge if the carpet is spotted. Vacuum all carpets after furniture is moved.
- Remove all personal items from the apt. Cleaning supplies and old coat hangers should be removed.
- Burn marks in carpets can result in carpet replacements and replacement charges.
- Clean the apt from top to bottom. The apt must be left in very clean condition.

After you have moved out and turned in your checkout packet, the Residence Services Office will have the audit staff assess the cleaning and repairs for the unit. This staff will make the final determination of the unit's condition. If cleaning or maintenance charges are to be assessed, you will receive in the mail a detailed invoice from the Residence Services Facilities Office. The invoice will be mailed to the permanent address on file with Residence Services.

