

MOVE-OUT GUIDE:

Residents who will graduate in May, will not be enrolled for the fall semester or will be out of the area due to student teaching or an internship are required to give written notice. Residents can now submit their vacate notice on-line at the following website

<http://www.uni.edu/dor/housing/apartments/index.htm>

A student's last day for the fall semester is **May 12, 2008**. For students who have children in the Cedar Falls School System your last day of eligible residency is **Friday, June 6, 2008**. Once this vacate notice is submitted it is expected that you will vacate. Assignments are based on the vacates filed.

Approximately 2-4 weeks prior to your vacate date, please contact the University Apartments Office to arrange a time for the Area Coordinator to conduct a Pre-Inspection of your apartment. This is to determine the condition of your apartment and to alert you to any charges you can anticipate once you have vacated the apartment. Prior to vacating it is expected that your apartment be cleaned thoroughly. This includes floors, walls, fixtures, appliances and cupboards. The apartment should be clean enough for the next resident to move into with minimum repair and cleaning.

Details to remember when vacating:

1. Notify Cedar Falls Utilities (266-1761) that you are moving so they can read the meter and switch the service from your name to University Apartment's account. According to the terms and conditions of the contract you signed, you are responsible for utility payments through the end date of your contract. Therefore, please notify CFU accordingly. **(If you fail to notify CFU you will continue to be billed for utilities and you will be responsible for those charges, even if you have vacated.)**
2. If connected to an outside phone service, cancel this service.
3. File a change of address card with the Cedar Falls Postmaster (these forms are available in the office).
4. Return the supplemental parking hang tag to the office of Campus Police.
5. Return all keys checked out to you, including the laundry key.
6. Since you are vacating during the summer, turn the air conditioning off when you leave.
7. If your apartment was not left in the same condition as when you acquired it, cleaning and damage charges will be applied to your university bill.

Your apartment is not officially vacated until all keys checked out to you are received by office staff. If you vacate during office hours you may turn them in at the office. If you vacate after office hours or on a weekend, place your keys in an envelope with the date you vacated, the apartment number, your name and a forwarding address and drop them in the drop box located to the left outside the office front doors. (Do not forget to include your laundry key). If you fail to turn in all the keys checked out to you an automatic lock change will be done and you will be charged \$30.00 per apartment key not returned. For laundry keys not returned you will be charged \$15.00. You are responsible for this charge even if the keys are returned to the office at a later date.

A cleaning crew will be assigned to your apartment after you vacate. You will be charged for any additional cleaning; damage, repairs, and/or equipment replacement (see repair/replacement charges). These charges will be placed on your university bill and a statement of these charges will be mailed to the forwarding address you provided. Normal wear and tear, and the length of occupancy will be taken into account when assessing damage charges, along with information you provided on your initial condition report.

If you have any questions regarding this vacate procedure, contact the office at 3-6232.