

Move-Out Guide

If a resident has not recontracted for the 2009-2010 academic year, they will be expected to move out of their apartment even if no written notice is given.

In order to expedite your check-out process please complete a **vacate notice**. Residents can now access their vacate notice on-line at the following website

<http://www.uni.edu/dor/housing/apartments/index.htm>. Please follow the "Guides and Forms" link on the left side of the page. You may email this form to us (uapartments@uni.edu) or complete the form in person during University Apartment office hours.

A Student's last day for the spring semester is **Saturday, May 9, 2009** and residents are expected to be vacated from their apartment by **Monday, May 11, 2009**. For students who have children in the Cedar Falls School System your last day of eligible residency is **Friday, June 5, 2009**.

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 months, please make sure to turn the heat and air conditioning off.

Your apartment is not officially vacated until all keys checked out to you are received by office staff. **We will continue to bill you rent until the keys are returned to us.**

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 for this change. 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 273-6232.