

SPARTAN VILLAGE MOVE-OUT PROCESS *page 1 of 3*



Upon either expiration or termination of their lease residents must return all keys and yield possession of their apartment to Spartan Village by 11:00 p.m. Residents who fail to return all keys and yield possessions of their apartment by their expiration/termination date will be deemed trespassers and will be charged liquidated damages of 150% of their daily rate for each day possession of keys are withheld. Rental charges will not cease until all keys are returned, and the resident has properly checked out of the apartment. Upon termination the premises should be returned clean, in good order, and satisfactory condition, less normal wear and tear.

Residents vacating should return all keys to Spartan Village Service Center. All keys should be sealed in a Key Return Envelope and all requested information completed including name, apartment address, and forwarding address. If the Spartan Village Service Center is closed keys may be returned by placing them in the Return Envelope, filling out the requested information and dropping them in the "After-Hours Key Return Box", located at the Spartan Village Community Center mailroom.

A copy of the "Termination of Residence" form may be emailed to the forwarding email address of all residents on file in our office, which will include repair charges.

SPARTAN VILLAGE

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PREPARING THE APARTMENT AND ITS FURNISHINGS FOR MOVING OUT

FURNISHINGS

- Empty all furnishings of personal items.
- Clean tops and insides of all desks, dressers, counter tops and other furniture with an all-purpose cleaner, following manufacturer's instructions.

STORAGE AREAS

- Empty all cupboards, drawers and closets.
- Clean inside and outside of storage areas with an all-purpose cleaner, following manufacturer's instructions.

STOVE

- Remove and clean oven racks and top burner pans.
- Wear rubber gloves and eye protection. Make sure you have proper ventilation.
- Use oven cleaner, such as Dow Oven Cleaner, following manufacturer's instructions.
- Dry inside and out.

WOOD KITCHEN CABINETS

- Remove all adhesive paper and stickers.
- Clean inside and out with a mild cleaner, following manufacturer's instructions.
- Dry thoroughly.

BATHROOM

- Sink, tub and areas surrounding the tub with a bathroom cleaner such as Dow bathroom tub and tile cleaner, following manufacturer's instructions.
- Remove mildew with bleach diluted in water.
- Clean toilet bowl with a toilet brush and toilet bowl cleaner, following manufacturer's instructions.

WINDOWS

- Brush off screens; leave screens in windows.
- Clean windows with a glass cleaner, following manufacturer's instructions.
- Leave windows closed and blinds up.

WALLS AND DOORS

- Check all walls and doors for marks, fingerprints and tape.
- Remove all wallpaper, adhesive paper, tape and stickers. We will charge for any we have to remove.
- Clean walls and doors with an all-purpose cleaner, following manufacturer's instructions.

PERMANENT CARPETING

- Vacuum and clean all carpeting.
- Spot clean spills, using carpet spot remover made for this purpose, following manufacturer's instruction.

FLOORS

- Remove any rugs you have installed. Remove carpet tape.
- Completely sweep floors.
- Completely mop, using an all-purpose cleaner, following manufacturer's instruction. DO NOT wax floors.

HOUSEKEEPING AND SECURITY MEASURES

- Check stairwell areas for personal items.
- Check entire apartment for personal items.
- If you remember something that you left behind, contact Spartan Village immediately. After 30 days, the University may, without notice, dispose of personal property that has been left by tenants.
- Put all trash from inside and outside the apartment in the trash bin. We will charge you for University personnel picking up your trash.
- Remove name from mailbox.
- Close and latch all windows and raise all blinds.
- Turn off all lights.
- Lock entry door.
- Turn keys into Spartan Village.

OTHER THINGS YOU SHOULD DO BEFORE YOU LEAVE

- Fill out a change-of-address card at the East Lansing Post Office or the University Assignments Office.
- Notify appropriate companies, such as magazine and newspaper publishers that you are leaving. Give them your new address, if necessary.

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REPAIRS AND REPLACEMENTS COSTS TO TENANTS

If Apartments are left in poor condition, charges for the following items may be assessed.

RANGE (REPLACEMENTS)

Grate
Boiler pan
Burner pan (each)

REFRIGERATOR (REPLACEMENTS)

Freezer door
Main liner for door

PLUMBING (REPLACEMENTS)

Toilet tank
Toilet bowl
Lavatory
Vanity
Bathtub stopper
Shower head
Kitchen sink strainer
Aerator
Plunger
Kitchen faucet
Bath faucet
Garbage disposal

FURNITURE

Kitchen chair
Desk
Recliner
Sofa
Headboard double
Footboard double
Headboard single
Footboard single
Kitchen table
Formica top

PLASTER

Repair up to 4"
4" to 8"
8" or larger

FORMICA COUNTER TOP

LIGHTS (REPLACEMENTS)

Bath light globe
Kitchen light shade

MEDICINE CABINET

Shelf
Mirrors
Mattress
Single
Double
Box spring
Single spring

SMOKE ALARM

Fire Extinguisher
Ceiling Fans
Heat Control

HEAT THERMOSTAT

Living room
Bedroom

CLEANING AND PAINTING

WALLS

Wash, per wall
Wash, very dirty (each)
Remove adhesive cover and wash
Regular (each)
Very difficult (each)

FLOORS

Vinyl
Carpets
Amtico Flooring

FURNISHINGS

Clean sofa
Clean chair, desk, chest

CLEAN STOVE

Regular
Very Dirty

REFRIGERATOR

Regular
Very dirty

PAINT

Wall(s)
Room(s)

MISC.

Cleaning bathroom
Modems, and any cords, coils

Spartan Village Management reserves the right to change, repair and replacement costs without notice.