

SOUTH CAMPUS COMMONS

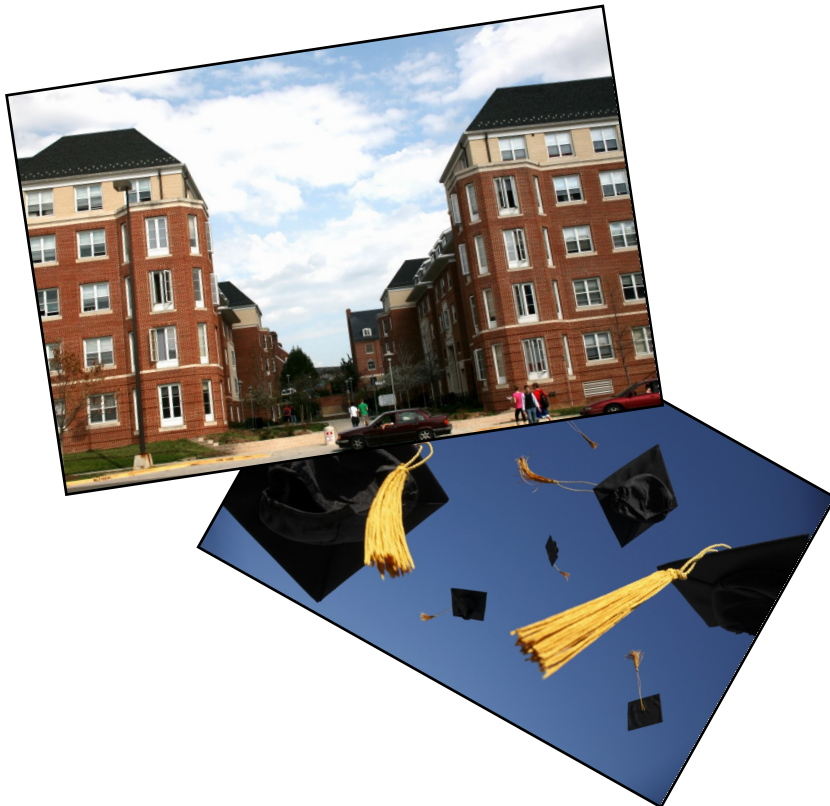
MAY MOVE OUT

MAY 1, 2017

Graduating? Re-Leasing? Just Moving Out? Same Instructions!

If you are a resident who plans on moving out of SCC in May, please use the following information to assist you in completing a successful check-out. If the procedures outlined in this newsletter are not followed, you may be charged a \$100 improper check-out fee. Thank you in advance for following all check-out procedures. If you have any questions, please contact the SCC Management Office by calling (301) 314-2499 from 9:00am – 5:00pm.

Have a great summer!



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SUCCESSFUL MOVE OUT CHECKLIST

Please utilize the following guidelines to ensure a proper move out:

- ◇ All personal belongings must be removed
- ◇ No tacks, nails, shelves, hooks, etc. in the walls (Do not use toothpaste to repair holes in walls!)
- ◇ Wipe down all furniture with a soft cloth to remove all dust
- ◇ Vacuum carpet, including inside closets and under all furniture
- ◇ Clean all mirrors
- ◇ Wipe down all sinks and bathroom areas; be sure there is no mildew build up
- ◇ Clean tubs and showers and remove soap scum from bathroom surfaces
- ◇ Clean bathroom sinks and toilets
- ◇ Clean all tile floors
- ◇ Dust all blinds, window sills and baseboards
- ◇ Empty all cabinets and wipe them out
- ◇ Clean the refrigerator
- ◇ Wipe off the stove top, scrub the drip pans and clean the oven
- ◇ Clean the inside and outside of the microwave
- ◇ Put dishwasher detergent in the dishwasher and run it empty, to clean it
- ◇ Empty the lint trap in the dryer and wipe off the washer surface
- ◇ Remove any signs or stickers from doors and windows
- ◇ You must officially check out with the South Campus Commons staff either by appointment with the Management Office or by Express Check Out at the Service Desk
- ◇ Turn in your keys
- ◇ Leave a forwarding address so you can be reached if you deserve a rent refund or owe any fees

NORMAL WEAR AND TEAR

Normal wear and tear is defined as minor damage that naturally and inevitably occurs when a resident lives in an apartment. If you are not sure about whether something is normal wear and tear, use these guidelines.

Normal wear and tear:

- Small scratches or nicks in paint
- Worn or slightly stained carpet
- A few small tack or nail holes
- Closet or drawers off track
- Cabinet doors that will not close; loose hinges

NOT normal wear and tear:

- Permanently stained carpets or counters
- Dirty or broken appliances
- Unclean bathroom, countertops, or surfaces
- Permanently dirty, torn, stained, or broken furniture
- Dirty or stained kitchen tile
- Marks on walls or holes in the wall
- Missing furniture or contents
- Torn or broken blind slats
- Garbage or personal belongings left in the apartment

CLEANING

Unless you re-leased an apartment and agreed to move into the unit "as is" your apartment was cleaned prior to your arrival in August. Residents are expected to leave their apartment in the same condition, if not better, than when they moved in. If you are not sure about whether something needs further cleaning, ask your RA to look at it. S/he can give you good advice about whether something needs more attention.

DAMAGES

If you know you have caused damage(s), you can pick up a listing of common damage charges at your Service Desk to learn how much you may be billed. Also, if you have caused damage in a common area (bathroom, living room, kitchen), submit a Charge Responsibility Form online at www.southcampuscommons.com/currentresidents/ to inform our staff so that we know to bill you instead of your roommate(s).

EXPRESS CHECK OUT

SCC offers an express check-out option for your convenience. When you have all of your belongings out of your unit and it is clean, you'll be ready to check-out. Just stop by your 24-hour Service Desk, complete a check-out form and submit your keys. It's that easy and it can be done at any time, day or night. The CA will give you a copy of your check-out form confirming that you submitted your keys. If you have lost your keys, you will be charged \$335 for a lock change and replacement keys. If you have a credit left on your account, you'll receive a check from Capstone within 4-6 weeks. Refund checks will be sent to the forwarding address you put on your check-out form.

PERSONAL CHECK OUT

You may wish to have the inspection done when you are present. Limited appointments, during normal business hours (9am – 5pm), are available for inspections. Stop by the Management Office in Building 1 or call (301) 314-2499 to make your appointment. ***You must schedule your appointment at least two business days before you want to check-out and when your appointment time arrives you must be ready to permanently leave your room.*** If you have not finished cleaning, or you have belongings in your room, you will forfeit your appointment.

Remember that after you move out, someone else will be moving in!

Be mindful of future residents by cleaning your space before you depart.

Although you may be the only person moving out of your apartment, you are still responsible for cleaning the kitchen and bathroom that you shared.



Don't get stuck with a \$100 fee. Check out properly!

Follow these necessary steps when checking out of your apartment to avoid an improper checkout fee:

There are NO proxies allowed for checkout.

Your photo ID and signature are required to complete the checkout process.

Turn in your front door, bedroom, and mailbox keys to your Service Desk once you are completely moved out of your apartment.

Once you turn in your keys and sign the necessary move out paperwork, you cannot gain access to your apartment, so be sure you get everything out.