

FAMILY AND GRADUATE STUDENT HOUSING

MOVE-OUT CHECKLIST

STEP ONE: GIVE A NOTICE TO VACATE

- o You (the primary lessee) must submit a Notice to Vacate form to the IBA Office before moving out of your apartment. <https://okla.st/notice-to-vacate-fgsh>
- o You may give notice of your planned checkout day at any time.
- o Staff may request an airline ticket, J-1 Visa or other documentation for rent refunds or waiver of contract purchase fee.

STEP TWO: CLEAN YOUR APARTMENT

- o You may receive an Improper Checkout Fee for damaged and/or unclean apartments. Common violations include not turning in a Notice to Vacate form or leaving personal items in apartments or breezeways.
- o You must clean the apartment before turning in keys and moving out.
- o **Note: As with all chemicals, cleaners and abrasives, read the instructions. Mixing supplies can cause damage or harm to people, equipment and facilities. Follow the manufacturer's instructions and stop cleaning if damage becomes evident.

STOVE

- o Don't move stoves or unhooked gas lines for any reason.
- o Clean stove top with an all-purpose cleaner (Spic & Span, Mr Clean, etc.) or dish soap (Dawn, Joy, Ivory, etc.)
- o Clean oven, burner pan, broiler pan and grill with an oven cleaner (Easy-Off, SOS, Brillo, Scotch Brite pads, etc.).
- o Clean stove hood and vent/exhaust filter. Soak filter in hot, soapy water in the sink. Rinse and dry.
- o Clean walls next to the stove. Walls must be free of dirt, grime, grease until smooth to touch.

STOVE

- o Clean sinks and countertops with an all-purpose cleaner, dish soap or abrasive cleaner (SoftScrub, Comet, Ajax, etc.).
- o Sinks and countertops must be free of dirt, grime, grease until smooth to touch.

STOVE

- o Remove food from refrigerator and freezer.
- o Clean the inside of refrigerator with dish soap and water. Inside walls, shelves, etc., must be free of dirt, grime, grease until smooth to touch.
- o Pull the refrigerator from the wall. Remove debris. Clean the floor and walls behind the refrigerator.
- o Return refrigerator to its place. Close door. Refrigerator must be plugged in and running.

BATHROOM

- o Clean sink and tub/shower with disinfectant cleaner (Clorox or Lysol All-Purpose Cleaner, etc.).
- o Clean tub/shower walls with soap-scum cleaner (Lime-A-Way, etc.) and/or abrasive cleaner (SoftScrub, Comet, Ajax, etc.).
- o Clean toilet bowl using toilet brush with toilet-bowl cleaner (Vanish, Sani-Flush, etc.).
- o Bathroom fixtures (toilet, sink, tub/shower, cabinet) must be free of dirt, grime, scum, etc.
- o Remove items from medicine cabinets. Clean metal medicine cabinets with hot, soapy water.

CABINETS, SHELVES AND DRAWERS

- o Clean sink and tub/shower with disinfectant cleaner (Clorox or Lysol All-Purpose Cleaner, etc.).
- o Clean tub/shower walls with soap-scum cleaner (Lime-A-Way, etc.) and/or abrasive cleaner (SoftScrub, Comet, Ajax, etc.).
- o Clean toilet bowl using toilet brush with toilet-bowl cleaner (Vanish, Sani-Flush, etc.).
- o Bathroom fixtures (toilet, sink, tub/shower, cabinet) must be free of dirt, grime, scum, etc.
- o Remove items from medicine cabinets. Clean metal medicine cabinets with hot, soapy water.

BLINDS

- o Clean Venetian blinds with a damp cloth. Use soapy water on soiled spots.

MIRRORS, WINDOWS AND WINDOWSILLS

- o Clean mirrors, windows and windowsills from the inside of the apartment with a window cleaner (Windex, Glass Plus, etc.) and paper towels.

WALLS, CEILINGS, DOORS AND BASEBOARDS

- o Remove dust and cobwebs from ceilings, baseboards and floors.
- o Check walls, doors and baseboards for marks and handprints. Remove with soapy water (Dawn, Joy, Ivory, etc.). Use Mr. Clean Magic Eraser if needed.
- o Clean light switches, electric plates, door handles and baseboards, etc.
- o Clean walls around stove and refrigerator. See above.

FLOORS

- o Vacuum all carpets. Treat carpet spots and stains with an appropriate cleaner (Spray N Vac or Resolve, etc.). Shampoo only if it's soiled or stained.
- o Sweep, then mop tile floors, including those in kitchen, bathroom and closets. Use a floor cleaner (Parsons ammonia, Spic and Span, etc.) to mop tile floors.
- o Clean floor vents for the heaters/air conditioners.
- o If you applied wax to your tile floor, strip old wax using Bruce 5 Minute Wax Remover. Remove heel marks, stains, dirt and built-up wax next to walls and corners. Dispose of cleaning water in the toilet. Don't re wax floors.

FURNITURE

- o Dust and remove stains and spills on furniture/cushions.
- o Use a cloth with soapy water (Dawn, Joy, Ivory, etc.) to clean vinyl cushions.

- o Use commercial upholstery cleaner (Woolite Upholstery Cleaner, Scotch Guard, K2R spot remover, etc.) on fabric cushions.
- o Use furniture polish (Pledge, Endust, etc.) and a dry cloth to clean wooden surfaces on furniture.
- o Move University furniture back to its proper place.

LIGHTS

- o Dust light fixtures and ceiling fans.
- o Check light sockets (except florescent lights) to see if light bulbs need to be replaced. Report burnt out bulbs to Maintenance at 405-744-8510.

PERSONAL ITEMS

- o Remove personal items from apartment and breezeway.
- o Remove food and clothing items from cabinets, drawers, closets and appliances.
- o Throw trash in the nearest dumpster. You will be charged for any items you leave behind, including trash and items you believe could be useful to new residents.
- o Nothing besides University furniture can remain in the apartment. If you want to leave furniture or appliances, contact Family Resource Center (FRC) at 405-744-6539 to ask what items are accepted at FRC loan closet.

STEP THREE: CHECKOUT

- o After following the guidelines to clean your apartment, turn all keys to the Family Resource Center (FRC). If the FRC is closed, call the duty phone number posted at the FRC front door and a staff member will meet you at the FRC to get the keys.

STEP FOUR: DISCONTINUE/CANCEL SERVICES

- o Remember to discontinue any services you have signed up for. These may include telephone, cable pay channels and newspaper subscriptions, etc.

STEP FIVE: FILE A CHANGE OF ADDRESS FORM

- o File a Change of Address form with the US Postal Service (USPS). Your mail will not automatically be forwarded unless you request this from USPS. You can complete a Change of Address form in person at the Stillwater Post Office (809 S. Lewis St.) or online at www.usps.com. After you move out, we are unable to open the mailbox for you.

