

FAMILY AND GRADUATE STUDENT HOUSING MOVE-OUT CHECKLIST

STEP ONE: GIVE A NOTICE TO VACATE

- Fill out the 'Notice to Vacate' form here: <https://okla.st/notice-to-vacate-fgsh>

NO MATTER THE REASON FOR VACATING AN APARTMENT, ALL PRIMARY LESSEES MUST FILL OUT THIS NOTICE BEFORE VACATING THEIR APARTMENT AND MUST BE APPROVED BY A H&RL STAFF MEMBER. RESIDENTS MAY GIVE NOTICE REGARDING THEIR PLANNED CHECKOUT DAY AT ANY TIME; THERE IS NO TIME REQUIREMENT ON GIVING ADVANCED NOTICE OF CHECKOUT. AN AIRLINE TICKET, J1 OR OTHER DOCUMENTATION MAY BE REQUESTED FOR RENT REFUNDS OR WAIVER OF CONTRACT PURCHASE FEE. THIS APPLIES TO ALL RESIDENTS THAT ARE MOVING OUT.

STEP TWO: CLEAN YOUR APARTMENT

IT IS IMPORTANT THAT YOU THOROUGHLY CLEAN YOUR APARTMENT PRIOR TO TURNING IN KEYS AND VACATING THE UNIT. THE CHARGES ASSESSED FOR DAMAGED AND/OR UNCLEAN APARTMENTS ARE EXPENSIVE, SO BE SURE TO TAKE CARE OF YOUR APARTMENT AND ENSURE THAT IT IS THOROUGHLY CLEANED BEFORE TURNING IN YOUR KEYS.

- STOVE:** You are not required or expected to clean behind the stove. Do not move your stove to do so—it could result in a rupture of the gas line. Your oven has an automatic pilot light and will not need to be unhooked to clean your oven. Clean the stove and oven with an appropriate cleaner such as Easy Off Oven Cleaner, SOS or Scotch Brite pads, or dish soap (Dawn, Joy, Ivory, etc.) and water. Remember to clean stove hood and vent/exhaust filter above the stove, if applicable. Soak the filter in hot, soapy water in the sink. Make sure to clean the burner pan, oven, and broiler pan (both grill and drip pan) where grease and food may have dropped. Clean the walls next to the stove; the walls can be greasy and sticky if you have cooked with grease. There should be no dirt, grime, grease, or sticky feel when properly cleaned.
- SINKS AND COUNTERTOPS:** Clean all sinks and countertops in your apartment thoroughly. Remove dirt, grime and soap scum with appropriate supplies such as dish soap (Dawn, Joy, Ivory, etc.), Comet, or Ajax (use abrasive cleaners on sink or countertop only).
- REFRIGERATOR:** Clear all food out and clean with soap and water. There should be no dirt, grime, grease, or sticky feel when properly cleaned. Pull the refrigerator out from the wall and remove items and dirt that may have accumulated; clean the floor and walls behind the refrigerator. Close the door and leave the refrigerator plugged in and running.

- BATHROOM:** Clean the bathroom by using a cleaning disinfectant product on the sink and tub. Shower walls and the bathtub will require a soap scum cleaner (such as Lime Away) and may require an abrasive cleaner (such as Soft Scrub, Comet, or Ajax). Use a toilet cleaner (such as Vanish or Sani-Flush) and a toilet brush on the toilet. Remove dirt, grime and soap scum from all bathroom fixtures (toilet, sink, tub/shower, cabinet)
- CABINETS, SHELVES, AND DRAWERS:** Clean all cabinets, shelves, and drawers- including shelves in closets and desks and the medicine cabinet in the bathroom. Use soap and water on metal cabinets. For wooden drawers and shelves, wipe off with a damp cloth. Do not use abrasive cleaners that will damage the cabinets.
- BLINDS:** Clean venetian blinds with a damp cloth using soapy water on soiled spots.
- MIRRORS, WINDOWS, AND SILLS:** Clean all mirrors, windows, and sills on the inside of the apartment with a window cleaner (such as Windex or Glass Plus) and paper towels.
- WALLS, CEILINGS, DOORS, AND BASEBOARDS:** Remove dust and cobwebs from ceilings, baseboards, and floors. Check all walls, doors, and baseboards for marks, hand prints, and any other kind of mark. Remove marks with dish soap (Dawn, Joy, Ivory, etc.) and water and/or a Mr. Clean Magic Eraser. Check around light switches, electric plates, door handles, and baseboards and clean all surfaces appropriately. Clean walls around the stove. There should be no dirt, grime, grease, or sticky feel when properly cleaned.
- FLOORS:** Vacuum all carpet; it is not necessary to shampoo the carpet unless it is stained or extremely soiled. Treat carpet spots and stains with an appropriate cleaner (such as Spray N Vac or Resolve). Sweep and mop all tile floors, including the floors in the bathroom and closets. Use a floor cleaner (such as Parsons ammonia or Spic and Span) to clean the floors. Clean floor vents for the heaters/air conditioners. If you applied wax to your tile floor after moving in, please strip the wax from them using an appropriate cleaner (such as Bruce 5 Minute Wax Remover). All old wax, heel marks, and stains should be removed. Do not wax floors after you have cleaned them. Do not overlook built up dirt and wax next to walls and corners. Dispose of cleaning water in the toilet.
- FURNITURE:** Move all University furniture back to its proper place. Dust and clean all furniture and cushions of any stains and spills. Use dish soap (Dawn, Joy, Ivory, etc.) and water on the vinyl cushions and a commercial upholstery cleaner (such as Woolite Upholstery Cleaner, Scotch Guard, or K2R spot remover) on the fabric cushions. Use furniture polish (such as Pledge or Endust) and a dry cloth to clean wooden surfaces on furniture.
- LIGHTS:** Dust all light fixtures (and ceiling fans, if applicable). Check all light sockets (except florescent lights) to ensure they have good bulbs in them. If a light bulb needs to be replaced please report it to maintenance at 405-744-8510.
- PERSONAL ITEMS: Remove all personal items from the apartment and the breezeway.** Remove all food and clothing items from cabinets, drawers, closets, and appliances. Throw away trash in the nearest dumpster. You will be charged for any items you leave behind, including trash.

THIS INCLUDES ITEMS YOU BELIEVE COULD BE USEFUL TO NEW RESIDENTS. NOTHING BESIDES UNIVERSITY FURNITURE CAN REMAIN IN THE APARTMENT. IF YOU WOULD LIKE TO LEAVE FURNITURE OR APPLIANCES PLEASE CONTACT FRC 405-744-6539 TO ASK WHAT ITEMS ARE ACCEPTED AT FRC LOAN CLOSET.

****NOTE: AS WITH ALL CHEMICALS AND ABRASIVES, MIXING SUPPLIES CAN CAUSE DAMAGE OR HARM TO PEOPLE, EQUIPMENT, AND FACILITIES. CARE MUST BE TAKEN TO AVOID SURFACE DAMAGE AND/OR PHYSICAL HARM TO THE USER. ALWAYS FOLLOW THE MANUFACTURER'S INSTRUCTION AND STOP PROCEDURES IF DAMAGE OR HARM BECOMES EVIDENT.**

STEP THREE: CHECKOUT

- After following the guidelines to clean your apartment, turn ALL your keys to the Family Resource Center (FRC). If the FRC is closed, please 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

- Don't forget 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

- 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 Post Office (809 S. Lewis St.) or online at www.usps.com. After you move out we will not be able to open the mailbox for you, so please plan accordingly.

AVOID AN IMPROPER CHECKOUT FEE (\$100). SOME OF THE MOST COMMON REASONS STUDENTS ARE CHARGED AN IMPROPER CHECKOUT:

- NOT FILLING OUT A 'NOTICE TO VACATE' FORM IN THE IBA OFFICE.
- NOT REMOVING ALL PERSONAL ITEMS FROM YOUR APARTMENT/BREEZEWAY