



Family & Graduate Student Housing

Moving out of your FGSH Apartment? We hope you enjoyed your stay!

Follow these procedures to ensure your checkout is done appropriately:

- **FILL OUT THE 'NOTICE TO VACATE' FORM IN THE IBA OFFICE:** No matter the reason for vacating an apartment, all Primary lessees must give written notice in the Housing and Residential Life (H&RL) Office in Iba Hall before vacating his/her apartment. The vacating notice must be received in writing in the H&RL Office in Iba Hall and must be approved by a H&RL staff member. Residents may give notice in the H&RL Office regarding their planned checkout day at any time; there is no time requirement on giving advanced notice of checkout.
- **SCHEDULE A CHECKOUT INSPECTION:** Residents are strongly encouraged to be present for your checkout inspection. If you would like to be present for your checkout inspection, go to <http://www.reslife.okstate.edu/frc/> and click on the 'Schedule Check-Out Inspection' button. You must schedule your checkout inspection at least two business days before the time you wish to checkout. Keep in mind that during peak move out times (i.e., May, July, and December) inspection appointments will fill up quickly—be sure to schedule your appointment as far in advance as possible to ensure you are able to checkout on the day/time you want. If you do not wish to be present for the checkout inspection, turn your keys into the FRC.
- **CLEAN YOUR APARTMENT:** Thoroughly clean your apartment to avoid cleaning fees. Please see pages 2–3 of this document for tips and suggestions for cleaning.
- **BE PREPARED FOR YOUR CHECKOUT INSPECTION:** When the inspector arrives, have all of your personal belongings out of your apartment and be sure the apartment is clean. If this is not done, you could be assessed additional fees. When the inspection is complete, the inspector will review the charges assessed (if any) with you.
- **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.
- **SUBMIT 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.
- **CLEAR YOUR BURSAR ACCOUNT:** Your housing deposit will be refunded if there are no outstanding charges on your bursar account and you leave the apartment clean and in good repair. The FGSH Office will credit your bursar account (if applicable) for any days rent with an approved termination of contract.

Use these suggestions to avoid checkout charges!

CLEAN THE APARTMENT THOROUGHLY

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. Once you have turned in your keys, you will not be permitted back into the apartment. Here are some suggestions to help you when cleaning your apartment in preparation for vacating:

- **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, medicine 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. Replace burnt out and missing bulbs so you will not be charged.
- **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.

****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.

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 being prepared to checkout when the inspector arrives at your appointment
- Failure to attend your scheduled appointment
- Not removing all personal items from your apartment and/or breezeway