



### Vacate Notice

Date of Notice: \_\_\_\_\_

I, \_\_\_\_\_, will be vacating  
*(print first and last name)*

**NW SE Townhome #** \_\_\_\_\_ **on** \_\_\_\_\_ **at** \_\_\_\_\_ **AM PM**  
*(Vacating date) (Time)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Student ID #)*

\_\_\_\_\_  
*(Cell Phone Number)*

- Graduating
- Withdrawal/Transfer
- Program Complete
- Move within Campus
- Move Off-Campus
- Online Classes Only
- Other

My forwarding address will be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete this form and return it to the Department of Residential Life, Riley Hall 130

-----**OFFICE USE ONLY**-----

Date Rec'd in the Office: \_\_\_\_\_ TERM OF ELECTRIC DATE: \_\_\_\_\_

Noted in Housing Book: \_\_\_\_\_ Completed: YES / NO

30 days: \_\_\_\_\_ Scheduled with: \_\_\_\_\_



# CHECK-OUT INFORMATION: COLLEGE APARTMENT HOUSING

## NORTH DAKOTA STATE COLLEGE OF SCIENCE DEPARTMENT OF RESIDENTIAL LIFE

We are glad to have been part of your education at North Dakota State College of Science. Before you vacate your apartment, please read through the cleaning expectations. We believe this will help save time and money in cleaning.

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### NOTICE TO VACATE

**You must provide the Department of Residential Life a written notice of intent to vacate thirty (30) days prior to your requested vacate date.** Rent will be billed up to and including the day you check-out, provided the required 30-day notice has been given.

### PRIOR TO CHECK-OUT

1. Make an appointment for check-out inspection with the Residential Life Office. Failure to schedule an appointment may result in your inability to check-out at your desired time. Please allow one-half hour for your check-out appointment.
2. Provide your forwarding address and key to the NDSCS Mail Center.
3. Your scheduled read out date with Otter Tail Power Company must be on or after your scheduled check-out date.

### APARTMENT CHECK-OUT APPOINTMENT

All personal items must be removed from your apartment prior to your appointment. Please have all of your cupboard doors, drawers, closet doors and window coverings open. During the appointment, a Residential Life staff member will inspect and compare the condition of your apartment upon check-out vs. what was listed on the Apartment Condition Form that was submitted following your check-in. Failure to be prepared for your check-out time will result in an immediate reschedule of your appointment. Final damages will be assessed by Facilities Management staff.

### DEPARTMENT OF RESIDENTIAL LIFE

RILEY HALL 130

TELEPHONE: 701-671-2224

After Hours: 701-899-2820

### REGULAR OFFICE HOURS:

Fall and Spring Semesters

7:45 am to 4:45 pm Monday through Friday

### SUMMER HOURS: (MAY – AUGUST)

7:45 am to 4:45 pm Monday through Thursday

7:45 am to 3:00 pm Friday

**Scheduled Vacate Date:** \_\_\_\_\_

**Scheduled Vacate Time:** \_\_\_\_\_

### CLEANING THE APARTMENT

The following guidelines must be completed prior to check-out.



## **CLEANING EXPECTATIONS:**

**If these standards are not met when vacating your apartment, you will be assessed charges for the necessary repairs and/or cleaning.**

To do a thorough and complete job, the following cleaning materials will be needed:

detergent            sponges            rags  
mop                    bucket              broom and dust pan  
oven cleaner        toilet cleaner     tub and tile cleaner  
vacuum

### **REFRIGERATOR**

- The circuit breaker should be shut off when you defrost the refrigerator. Leave the door open to avoid mold build up.
- Clean the inside with detergent and water. Do not use any strong chemical cleaner. Rinse and dry thoroughly to prevent mold from forming.
- Clean refrigerator shelves, ice trays, and drawers.
- Leave refrigerator door propped open when finished cleaning

### **CABINETS, DRAWERS, SHELVES, AND SINK**

- Remove any shelf paper from the cabinets.
- Clean all shelves and drawers inside and out with a damp rag.
- Wash counter tops thoroughly. Knife slices and heat damage are additional charges.
- Wash the kitchen sink including fixture. Use a nonabrasive cleaner to remove any marks and water stains. Thoroughly rinse and wipe dry when complete.

### **FLOORS**

Due to problems with wax build-up and the use of certain types of wax strippers, **DO NOT** strip or re-wax floors.

- Sweep or dust mop floors.
- Wet mop floors with warm water (never use hot water). Frequently rinse the mop in clean water as you work.
- Carpeted areas should be vacuumed thoroughly.

### **ENTRANCES**

- Check entrance closet for articles that may have been forgotten. **DO NOT** leave any personal possessions, garbage, hangers, or unwanted items in closets. There is a charge for removal.

## **STOVE**

Be sure that the circuit breaker is off prior to cleaning your electric stove. Do a complete job using hot water and a nonabrasive soap for the exterior and an oven cleaner for the oven interior if self-cleaning feature is not available.

- When beginning to clean, tilt all burners back and remove all drip trays and burner rings. You may want to soak the drip trays while you are cleaning other portions of the stove.
- Clean the flat surface under the burners and drip trays that collect fallen debris. This surface may be cleaned with a damp rag and detergent. If the material is crusted, you may have to use a soft plastic scraper before cleaning the surface.
- If the oven does not have self-cleaning mode it may be cleaned with any oven cleaner that is available at the grocery store. Follow the directions for the cleaner and be thorough. When complete, put the oven rack and broiler tray and pan back into place.
- Clean the exterior of the range with warm water, detergent, and a soft rag to avoid small surface scratches. **DO NOT** spray the control panel with oven cleaner. This may short out the stoves electrical system. Simply wipe off with a damp cloth. After the cleaning is complete, reassemble the parts that were removed. Clean the stove hood, but **DO NOT** use oven cleaner!

## **BATHROOM**

The bathroom is an area which can house many germs, and should be cleaned thoroughly. When cleaning, please take a little extra time and use disinfectant.

- Clean the light cover and mirror.
- Thoroughly clean the toilet with disinfectant both inside and out including toilet seat and bowl. Scrub the bowl with a long handled brush and bowl cleaner.
- Clean the shower surround and tub. A bleach or ammonia cleaner works well with a brush. A smaller brush may have to be used to remove mildew around the tub surround. If using bleach or ammonia, make sure to run the bathroom fan to avoid harmful inhalation.

## **WALLS/CEILINGS/WINDOWS AND MISCELLANEOUS**

- Check walls for marks including tape, adhesive stickers, handprints, crayons, and any other marks that can be removed with detergent and water.
- Be sure to wipe off light switches, wall plates and trim boards.
- Wipe out window sills and make sure storm and screen windows are closed and locked. Remove tape, adhesive stickers, etc. from windows. Wipe off window ledges, curtain rods and trim.