

Sebastian Commons

Check out Procedures

By when do I need to move out?

The move-out deadline for Academic Year Contracts is as follows:

Not a graduate: You must completely move-out **48 hours after your last final or by 8 pm on Saturday, May 7th, whichever comes first.**

A graduate: You must completely move-out by **4 pm on Sunday, May 8th.**

All residents are expected to have checked out of their rooms & departed the premises by these times. If you are coordinating a ride with friends or family, please make sure they are also aware of this deadline.

If you have signed up for **summer housing**, plan to live on campus! You'll receive your summer room information by May 1st. If you are going to be in a different apartment for the fall, you will be emailed information about the moving into your future home.

What can I do if I need to stay late?

We do understand that some students will have reasons for requesting to remain on campus a bit later. **If you'd like to request an exception to stay past 8pm on Saturday, May 7th, please complete [This Form](#) by 9am on Wednesday, May 4th & be sure to include information about why you are requesting to stay late.** Not all late check-outs will be granted. There may be a charge for staying past the contract date.

What if I just leave without checking out?

If a person does not check-out & move-out by the end of the contract period, the resident will be **billed \$100 for improper check-out, billed for missing keys, billed for cleaning, & billed for any damage.** Any items left in the room will be removed at the expense to the resident, & the items will be thrown away or donated.

May I stay through summer?

Yes! You need to request to stay for the summer by going to www.tinyurl.com/uafshousing & fill out the "Summer 2022 Contract Extension" form. Summer rates may be found online. You do **NOT** need to be enrolled in summer courses to stay. You just need to be enrolled for the fall!

How to check out of your room

- You must sign-up for a check out time in the Housing Office **AT LEAST 24 HOURS BEFORE** you plan to move out. Starting Friday, April 29th please stop by the Housing Office to schedule your check-out time.
- Please remember that you should move-out within 48 hours of your last final.

- You are welcome to check-out as soon as you want. If you want to check-out prior to April 29th, please stop by the Housing Office to check-out **DURING NORMAL BUSINESS HOURS** (Monday-Friday 8am-5pm). **Starting Monday, May 2nd**, you **must check-out with a RA** by following the above stated process or by picking up a Speedy Check Out envelope from the Housing Office.
- At the time of your check-out, **meet the RA in the Housing Office** & plan to return your room key(s), mailbox key, and UAFS parking sticker.
- Before you can check out, your room **& all common areas** must be clean & all of your belongings must be moved out. **If staff arrives to check you out & your room is not emptied of your belongings & cleaned, they will not check you out** & you will need to finish preparing your room. Everyone's check out process will go much faster if you have thoroughly cleaned your apartment & removed your belongings. The common areas must be cleaned for **EACH** roommate's check-out. Students who do not check out properly will be assessed **a \$100 improper check-out charge**. Students who do not return their keys will be charged for each key that is missing/lock needing to be changed. If you have any questions on the check-out process, don't hesitate to ask.
- Your mail will NOT be forwarded by the Housing Office. But, we do have USPS address forwarding cards available. You will also need to go to Records to change your address with the school.
- When packing your vehicle, please park it in an appropriate parking spot. If you must load the vehicle closer to the apartments, please put on the flashers & load it *immediately*. If the vehicle appears it is not in use for a long period of time, it will be ticketed &/or towed.

Speedy Check-out

There will be Speedy Check-out envelopes available in the Housing Office for you to pick up if you do not want to check out with an RA. Please pay careful attention to the following instructions for Speedy Check-outs because there is **NO appeal of charges** for those who do Speedy Check-outs!

- Completely move out all your personal belongings
- Completely clean the apartment
- Close & lock your windows, bedroom & apartment doors
- Come to the Housing Office during normal business hours (M-F 8am-5pm) & pick up a Speedy Check-out envelope
- Completely read & fill out & sign the Speedy Check-out envelope
- Place your keys & parking sticker inside the Speedy Check-out envelope
- Close & seal the Speedy Check-out
- During normal business hours (M-F 8am-5pm) turn in the Speedy Check-out envelope to a Housing staff member in the Housing Office
- Make sure the Staff Member signs the Speedy Check-out envelope & hands you the **WHITE** copy
- You are finished checking out!

Once you have completed the Speedy Check-out process, at the end of each day a Housing Staff Member will check your apartment as they would during a normal check out. It is important to remember that any damage, aside for what we deem normal wear & tear in the areas you were responsible for, will be charged to you. **There is NO APPEAL OF CHARGES available for Speedy Check-outs!!!**

What if I have damages?

If there are damages to your room &/or the common area(s) within your apartment (i.e. shared bathroom, kitchen, living room), we will bill your student account for the necessary replacement, repair, cleaning &/or labor charges. Damages that occur in a common space could have the bill split between the residents responsible for that space unless the responsible party is identified. If you notice there are items that require a work order, please place the work order **now** to help with check-out.

Don't want to keep your stuff? Lighten Your Load!

There will be bins in the Housing Office that you can drop your items in to be **DONATED**.

- **Food:** unopened nonperishable items
- **Clothes:** clean gently used clothes
- **Electronics:** any electronics

Continuous Quiet Hours

Because it is an academically intensive time, there will be **continuous quiet hours starting at 10pm on Friday, April 29th & continuing through 5pm on Friday, May 6th**. This means there should be no excessive noise during finals week. Please remember that the basketball & volleyball courts will be **closed** during this time. If you have concerns with noise, please ask the responsible party to reduce their volume. Staff is available for assistance should the need arise. Please be respectful of the 24 Hour Quiet Hours from 10pm Friday, April 29th - 5pm Friday, May 6th!

Questions?

If you have any additional questions, feel free to stop by the Housing Office.

Cleaning your room/common area apartment space

As we prepare for the summer months, it is important that you clean your room & place any work orders that may be necessary, by informing the Housing Office (479-788-7340 or housing@uafs.edu). Please note the following guidelines for room cleaning. **If you do not follow these guidelines, you will be charged a minimum cleaning fee of \$100.** Cleaning charges for the common areas of the apartment may be divided among all residents of the apartment. For every resident checking-out the common areas MUST be cleaned. So for example, if you live in a 4 bedroom apartment, the common areas need to be cleaned for each of the 4 roommate check-outs. Here are some more guidelines:

- Rooms, including closets, should be swept/vacuumed & mopped. Please do not sweep debris outside.
- All furniture (including the refrigerator, oven, & dishwasher) & flat surfaces should be wiped down.
- All sticker & tape residue must be removed from walls & doors.
 - **Please leave any 3M Command products attached to the walls. We will remove them for you!**
- Dust mini blinds, fans, baseboards, & windowsills
- All countertops, cabinets, & drawers (e.g. kitchen/bathroom) should be cleared & cleaned.
- All trash must be taken to the dumpsters & not left in the bedrooms, common areas, or outside your door. Starting May 2nd, we will have 2 dumpsters available between buildings 3/4 & 7/8, & between buildings 1/2 & 5/6. Please do NOT move the parking barricades. We do not want your vehicle damaged!
- Remove all personal belongings from your bedroom & common areas. **Students may be charged for leaving items behind.**

Cleaning Tips & Suggestions

Upon moving in, we hope that you found your apartment to be both clean & comfortable. As you are moving out, it is important that you **thoroughly** clean your apartment *prior to* your check out inspection. This may mean that it needs to be cleaner than it was when you moved in. Please take a few minutes to read through the following tips & suggestions. If you have any questions or need some additional suggestions, please contact a staff member.

It is important that you clean each item in your apartment thoroughly. It usually takes just as much time to partially clean something as it does to thoroughly clean it, so do yourself a favor & make sure everything is thoroughly cleaned. Even if it is obvious that you have attempted to clean something but there is still dirt, dust, debris, or grease remaining on it, it will be marked as dirty when you check out. For an item to be marked as clean it must require no additional cleaning from our staff.

Kitchen

Most of the kitchen can be cleaned using a soap solution or a general all-purpose cleaner. Be sure to read & follow the instructions on the cleaner carefully. Make sure that you rinse the surface that you are cleaning unless the instructions specify otherwise. Items that can typically be cleaned with this type of cleaner are inside & outside of the refrigerator, stove top & outside of the oven, oven racks, range hood, microwave, outside of dishwasher, counter tops, cupboards, drawers, & baseboards. If there are carbon deposits inside of the oven you may need to use a commercial oven cleaner. When using this type of product, you will typically need to spray the inside of the oven, let it set for a period of time, then wipe it clean. You may need to repeat this procedure more than once. Once the carbon has all been removed, rinse the inside of the oven until all oven cleaner residue has been removed.

- Remove all items from the **refrigerator & freezer**. **Turn off the ice maker & remove all the ice**. Clean both areas by using a general cleaner. Remove drawer(s) & clean all areas. All stains must be removed.
- Stainless steel **sinks** should be cleaned with an abrasive cleaner & scouring pad.
- **Garbage disposals** & drains should be cleaned with a soap solution, but a small brush may be needed to thoroughly clean the rubber ring & grooved area around the drain. **Never** reach into the garbage disposal! If there is an odor coming from your disposal, sprinkle a little baking soda into the disposal & pour lemon juice into it. Once it has finished foaming, rinse the disposal thoroughly by letting water run into it.
- **Floors** should be vacuumed (cabinets & counter tops can also be vacuumed with your vacuum's attachment prior to washing to remove all crumbs). The Housing Office has vacuums for check-out!
- To easily clean the inside of the **dishwasher**, run it empty on the warmest setting. Clear out food remains from the dishwasher drain.
- All crustiness must be removed from the **stove burner plates**. If they are not clean/smooth, you will be billed for each new plate. The bill will be split amongst roommates.
- All grease should be carefully cleaned from all the **kitchen surfaces**. If surfaces still feel sticky after you've cleaned them, you will need to repeat the cleaning process.

Bathroom

- Most of the bathroom can also be cleaned using a soap solution or a general all-purpose cleaner. Items that can typically be cleaned with this type of product include sink, countertop, towel bar, toilet paper holder, outside of toilet & baseboards.
- Toilet bowl cleaner & a toilet brush should be used on the inside of the stool. All stains must be removed. This includes the black mold ring in the toilet bowl as well as grime under the rim of the toilet bowl. Failure to return the toilet to **all white** will result in a cleaning fine. Do not forget the outsides of the toilet.

- A commercial cleaning product may be needed to thoroughly clean the inside of your shower & bathtub. If there is soap scum or other buildup in the shower, you may need to use a nylon brush to remove them. The bottom of the shower must be thoroughly scrubbed. A scouring powder such as Comet or Barkeeper's Friend will help lift stains. Failure to return the shower to its original color may result in a cleaning fine.
- Mirrors may be cleaned with glass cleaner or a general-purpose cleaner.

General

- Switch plates & outlet covers must be dusted.
- If there is a washer or dryer in your apartment, make sure they are empty.
- Vacuum the cracks in the furniture, especially the couch.
- Look under furniture to make sure everything was removed & cleaned.
- Carpet should be completely vacuumed. Use the vacuum attachment to clean along the edges & in the corners.
 - Thanks to RHA we DO have 2 vacuums in the HO! You can check one out for up to 30 minutes at a time. Please be sure to empty it before returning it to the HO.
- Windows should be cleaned with a glass cleaner. All windows should be cleaned on the inside. If a screen is bent, missing, or ripped, & this was not stated on your original Room Condition Report, you may be billed for its replacement.
- Mini blinds can be cleaned with a feather duster or a vacuum attachment. If blinds are still dirty, try soaking an old sock in a soap solution & cleaning the blinds individually.
- Heat vent covers can usually be cleaned by dusting or vacuuming with your vacuums brush attachment.
- Light fixtures should be wiped off with a dry cloth. If they are excessively dirty on the inside, you should carefully take them down; wash with a soap solution, rinse & hand-dry them.
- **All** ceiling fan blades must be dusted. Ask a friend to help if you need it!
- Dust other general areas such as the windowsill & cobwebs in the corners.
- Turn the thermostat to 76° on "Cool" & put on "Auto"—no need to cool an empty apartment!
- Close & lock windows. Turn blinds to closed.
- You must remove ALL items including:
 - Shower curtain, liner, & rings –Leave the rod!
 - Nails, screws, hooks, curtain rods, curtains –Leave 3M Command strips!
 - Everything in every drawer
 - All personal furniture

