Contact your Apartment Living Assistant to set up a check out time at least two weeks before the date of your departure.

Established vacating dates cannot be changed, you must check out on the date listed.

VACATING PROCEDURES
Apartment residents are required to provide at least 60 day notice prior to checking out of their apartment. You may provide notice by properly completing an "Intent-to-Vacate" form online at least 60 days before the date you check out. Failure to provide 60 day advance written notice will result in a $200.00 charge.

Forms are available in the Community Center during working hours or online at uwyo.edu/reslife-dining/apartments/intenttovacate.html
At least, two weeks before your vacate date you should make an appointment with your Apartment Living Assistant (ALA) to schedule a specific check out time. You must be present in the apartment and all of your belongings removed at the time of checkout.

HINT: Make sure you are ready to check out on the date provided on your Intent-to-Vacate form. Do not plan on staying in your apartment later than the date you provided—it may not be available!

CHANGE OF ADDRESS
Complete a Change of Address form for your mail. Forms are available at the U.S. Post Office or online. U.S. Postal employees handle mail and the UW Apartments staff are not authorized to access mailboxes or forward your mail.

HINT: Magazines will be forwarded for only 60 days. Make sure you send your new address to all subscription providers.

UNIVERSITY PROVIDED ITEMS AND PERSONAL ITEMS
Items provided with your apartment by the University must be present in your apartment at checkout and in the locations they were when you moved in. These items may include window blinds, fire extinguisher, carbon monoxide detector, smoke detector, oven broiler pans, mattress covers, and University furniture.

Make sure you remove all personal belongings and items including bicycles and any other outdoor items. Residents will be charged $46.00 for any personal items belonging to the occupants remaining in the apartment at checkout.

BEFORE CHECKING OUT
The health and safety inspections that occur in February or March can help you identify issues in your apartment that you will want to fix before you move out. It is extremely important that you submit work orders for maintenance issues or broken items well in advance of your checkout.

You are required to fully clean your apartment before you checkout with your ALA. A cleaning checklist is provided in the pamphlet for your convenience.

HINT: When you leave, your apartment should be as clean as it was when you moved in.

SECURITY DEPOSIT AND CHARGES
Your apartment deposit will be refunded if you provide proper notice, check out properly, and there are no outstanding charges. All refunds will be processed through the UW Cashiers Office and credited toward the leaseholder’s last credit card used to make a payment to the UW Apartments. If this is not a valid credit card or you need a check mailed, contact the Office Associate Kathy Webb at kwebb7@uwyo.edu. Refund checks are usually mailed in 3-4 weeks after checkout.

Charges will be posted to your account for payment and you will receive a checkout statement via email. If payment is not made in a timely manner your charges will be transferred to your university account for further collection through the UW Accounts Receivable Office.

HINT: Provide the UW Apartments office with your forwarding address, so if you have chosen to receive your deposit refund by check, it can be mailed. Make sure you list a forwarding address on your Wyo Web account, so mail will be forwarded correctly from UW.
KITCHEN AREA
- Range (burners), hood, and drip pans are clean and in good operating condition
- Oven is clean—including racks, broiler pan, and tray
- Kitchen cabinets and drawers are empty and clean—including areas above and below the kitchen sink and refrigerator
- Countertop and sink are cleared and clean
- Refrigerator and freezer are defrosted, empty, and clean inside and out, top to bottom—don’t forget to wipe out the drawers
- All refrigerator parts are inside the refrigerator, the refrigerator is turned off, and the door is propped open
- Kitchen floor has been swept, scrubbed, all marks removed and the baseboards are clean—including the areas behind and beneath the stove and refrigerator

LIVING & DINING ROOM AREA
- Carpet is clean and vacuumed
- Walls and woodwork are dusted and clean
- Tables and shelves are dusted and clean
- Sofas and chairs are vacuumed and free of debris
- Light fixtures are clean and operating correctly
- Window blinds are clean, in good condition, and are properly hung
- Windows, drapery rods, and windowsills are clean

HALL & BEDROOM(S)
- Carpet is clean and vacuumed
- Walls and woodwork are dusted and clean
- Closet doors and shelves are dusted and clean
- Closet doors open with minimal resistance
- Bed, mattress, and box spring are dusted, vacuumed, and free of debris
- Dresser drawers are wiped out and properly working
- Light fixtures are clean and operating correctly
- Window blinds are clean, in good condition, and are properly hung
- Windows, drapery rods, and windowsills are clean

BATHROOM
- Floor is clean and scrubbed—including baseboards
- Bathtub/shower is clean and operating properly
- Sink and counter are clean and operating properly
- Toilet is clean—inside and out—and operating properly
- Medicine cabinet is empty and clean
- Mirror is clean, intact, and knobs are tight
- Towel racks, shower rod, and bathroom hardware are intact and clean

VENTS, HEATERS, AND UTILITY & STORAGE AREAS
- All wall vents are clean and intact
- Heaters have covers in good condition and intact
- Floors are swept and mopped—including baseboards
- Walls are wiped down and clean
- Light fixtures are clean and operating correctly
- Doors and shelves are dusted and clean
- Tops of furnace and hot water heater are dusted

OUTSIDE
- All trash is disposed of in the dumpster
- Front and back doors are clean and operating correctly
- Light fixtures are clean and operating correctly
- All personal items are removed from porch areas, bike racks, etc.

CLEANING SUGGESTIONS
- Vacuum everything before cleaning—it will be easier! Vacuums are available for checkout in the Community Center. Limit is 2 hours.
- If you have a vacuum with hose attachments, vacuum out shelves, drawers, vents, and windowsills before wiping them. Toothpicks and old toothbrushes make great tools for cleaning nooks and crannies.
- When cleaning the oven, spray the drip pans and trays with oven cleaner and place them into the closed oven to bake. When the cleaner has finished baking, let the oven cool, and then wipe out the oven and drip pans to finish cleaning.
  - Spanish Walk and Bison Run have a self-cleaning feature. Ask your ALA if you are unsure how to use it.
- These products are only suggestions and are not endorsements by the University of Wyoming. Other products may be substituted. As with all cleaning products, read all manufacturer’s warnings and instructions prior to purchase and use. For a full list of suggested products and their uses, contact your ALA.
  - Soft Scrub with Bleach
  - Comet Bathroom Spray
  - Tilex
  - Easy-Off Oven Cleaner
  - Clorox Wipes
  - Pumice stone (for porcelain)