

University Apartments
Ball State University

Procedures for Moving Out
of Your Apartment



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Moving Out

This booklet outlines procedures for moving out of your apartment and the condition it should be in after you leave. Use it as a guide; it may save you time, as well as unnecessary expenses for cleaning or maintenance that we may need to do. Any exceptions to policies contained in this booklet or your contract must be appealed in writing to the Assistant Director of Housing and Residence Life at the University Apartments Office. In most cases, you will receive a written response in 7-10 days.

Termination of Contract

See the Conditions of Occupancy section of your contract, "F. Termination of Contract," for more information.

Damage and cleaning charges will be assessed in addition to the deposit forfeiture. An occupant who vacates without filing a vacate notice will, in addition to the forfeiture of the deposit, continue to be responsible for rent until the occupant notifies or returns the apartment key(s) to the University Apartments Office.

Other things you should know:

- > You should complete a Notice of Intent to Vacate. If your contract ends in May or June or you requested an extension and you are planning to move-out early (but not before April 15), you are required to complete and return this form to the office **45 days prior to the date you wish to move** to receive a rent and deposit refund. If you are leaving on your contract ending date or breaking your contract, while you are not required to complete the form in advance, it is helpful that you complete it so we have your forwarding address.
- > You will be responsible for rent until you notify the University Apartment Office you have vacated and return all apartment keys.
- > You must remove all property from the apartment by the date you notify the office as your vacate date or the end of your lease.

- > If you fail to vacate on the date you designate (or the University Apartment designates and notifies you), in addition to being charged applicable rent, you may lose your deposit and be charged a \$25 per day fee until the day your apartment keys are returned to the office.
- > The University reserves the right to pre-inspect apartments on an as-need basis.

Single Student Roommates

If one roommate is moving out:

- > Notify your roommate of your intentions to vacate.
- > You will need to return your key to the office to end your billing. DO NOT pass it on to your roommate or an incoming roommate. You are responsible for that key and will be charged for rent until the key is returned.
- > It will not be necessary to have your apartment inspected unless your roommate is also moving.
- > Your roommate will be given a form to notify the office if you have left damage in the apartment. We will attempt to contact you by phone or e-mail to see if you take responsibility. If you do not take responsibility, we have no alternative but to split the charge between the two of you.
- > The roommate left is responsible for full rent and is granted a two week grace period.

If both roommates are leaving:

- > Each roommate must file separate vacate notices.

- > It is the responsibility of the remaining roommate leaving to have the apartment completely cleared and cleaned before turning in keys.
- > Each roommate must turn in his/her key. If the key is given to someone else (including your roommate) to return, your rent will continue to run until the key is returned.
- > Damage or cleaning charges will be divided equally between roommates leaving within 2 weeks of one another. After that time the last roommate will be responsible for any charges. (See next section for information if your roommate leaves damage or cleaning behind.)

Removing air conditioners in Scheidler Apartments

Personal air conditioners need to be removed by University Apartments maintenance staff. We suggest you call the office at least two weeks prior to the date you are leaving to file a service request for removal. Often they are removed just before your move-out date unless you request otherwise. Be aware that weather conditions (rain, snow, ice, etc.) can cause a delay in removal. Maintenance will only remove the a/c and set it on the floor of the room it is in. They will not move it to another room, up or down stairs, or to any other apartment. There is no charge for removal. If you are disposing of your air conditioner, DO NOT put it in the dumpster. Place old air conditioners behind the office building. We will have it properly disposed of to prevent Freon from leaking and contaminating the atmosphere.

Preparing the apartment and furnishings for moving out

Carpet

- > Vacuum and clean thoroughly. Carpet must be left in good condition and clean (with no stains). Carpet that needs to be cleaned or replaced will cause you a significant charge.

Closets and Storage Area

- > Be sure to empty all items from the living and bedroom closets. Wipe out shelves and sweep and mop floors.
- > In Scheidler, if you have used your storage area (on the patio or in the basement of the office building), make sure all items are removed and the area is swept.

Stove

- > Remove oven racks and top burner pans.
- > Wear rubber gloves and eye protection. Make sure you have proper ventilation.
- > Use oven cleaner, such as Dow Oven Cleaner, following manufacturer's instructions.

Refrigerator

- > Thoroughly defrost, do not try to scrape it off with any sharp object, which may puncture the gas tubes, resulting in expensive repair or replacement costs to you.
- > Clean inside and out with a mild cleaner, such as Mr. Clean or 409, following manufacturer's instructions.
- > Dry inside and out.

- > Leave refrigerator plugged in; turn the freezer and refrigerator controls to setting 1 or 2. **DO NOT TURN THE REFRIGERATOR OFF OR UNPLUG IT.**

Kitchen Sink and Counters

- > Clean sink with a mild cleaner, such as 409 or Soft Scrub, following manufacturers instructions.
- > Clean off all counter tops.

Kitchen Cabinets

- > Remove all adhesive paper or shelf paper. We will charge for any we have to remove.
- > Clean thoroughly inside and out with mild cleaner, such as Old Gold furniture cleaner or Murphy's Oil Soap, following manufacturers instructions.
- > Dry thoroughly.
- > Treat with wood-furniture polish.

Bathroom

- > Clean tub, sink and tiled areas with a bathroom cleaner, such as Dow Bathroom Tub and Tile Cleaner or Soft Scrub, following manufacturer's instructions.
- > Remove mildew with bleach diluted in water or a cleaner such as Tilex following manufacturers instructions.
- > Clean toilet bowl with a toilet brush and a toilet bowl cleaner, following manufacturers instructions.

Windows

- > Brush off screens and leave screens in windows.
- > Clean windows with a glass cleaner, such as Windex or Sparkle, following manufacturers instructions.
- > Leave windows closed.

Walls and Doors

- > Check all walls and doors for marks, fingerprints, and tape.
- > Remove all wallpaper, border, adhesive paper, tape, and stickers. We will charge for any we have to remove.
- > Remove all nails, hooks, and hangers and fill in holes (spackling compound or plaster, wood filler on wood areas).
- > Sand filled holes smooth.
- > Clean walls and doors with an all-purpose cleaner, such as Mr. Clean, Murphy's Oil Soap, or Pine-Sol, following manufacturers instructions.
- > You can obtain paint from the University Apartments Office to touch up walls or to repaint if you have used paint other than that issued by our office. See Repainting section for the procedures.

Floors

- > Remove any carpet you have installed. Completely remove any carpet tape and residue.
- > Completely sweep floors.
- > Completely mop, using an all-purpose cleaner, such as Mr. Clean or Pine-Sol, following manufacturers instructions. **DO NOT WAX FLOORS.**

Hallway/Patio

- > You will be charged for removal of ANY furniture, trash, carpet or other items left inside or outside the apartment, on the patio or storage areas at Scheidler or in hallways in Anthony. Please put these items in the dumpster outside. If you give or sell items to someone, make sure they are picked up before you leave or they will be disposed of and you will be charged.

Miscellaneous

- > Remove fencing from flower garden.
- > Items such as shelves, blinds, curtains or other items you have purchased for the apartment will not be left up for the next resident, so please remove them. If you are interested in selling or giving them away, we recommend placing a notice in the laundry or the bulletin board in the office. Keep in mind that window sizes vary in apartments by the phase in which they were built and may not fit all apartments. Call the office if you have any questions.

Repainting

Normally, it will not be necessary to repaint your apartment before you leave. Repainting is necessary if the walls are marked or marred in any way. If you have painted any areas with paints that are not approved by University Apartments or you have patched areas on the walls, you must return those areas to the previously approved color or pay to have the University Apartment do the repainting.

You can obtain the proper paint and supplies (including brush, drop cloths, roller, tape and stir sticks) at the University Apartments Office. Most times paint is readily available at the office. We only issue paint for the walls. We do not issue ceiling paint or exterior paint.

If you have holes to patch, the University Apartments Offices does not supply the spackling. You can purchase spackling at nearby stores like Wal-Mart, Target, Meijer, Lowe's or Menards.

- > Before painting, remove all wallpaper, adhesive paper, tape, and stickers.

- > Clean area with all-purpose cleaner, such as Mr. Clean, Murphy's Oil Soap, or Pine-Sol, following manufacturer's instructions. If the areas are not cleaned and the paint does not adhere properly, University Apartments will have to clean and paint again and charge you for the cost.
- > Fill any holes before painting, using a spackling compound and allow compound to dry properly according to manufacturer's directions.
- > Protect baseboards, doors and floors with masking tape and drop cloths. Do not paint baseboards or doors. Do not damage the outside of the building by cleaning brushes and rollers on them.

Other things you should do before you leave

- > Make sure you have left the blue recycle container and cable cord in the apartment.
- > Fill out a Change of Address form for the U.S. Post Office. We will change your address for Ball State on the university main frame. Please make sure we have an accurate address and phone number. If you have had a university job, you may also need to change your address with the payroll.
- > Notify appropriate companies, such as magazine and newspaper publishers, and persons who send you mail that you are moving. Give them your new address and phone number if necessary. We will, for a period of time, forward mail that is received at the office. We cannot give out your forwarding addresses to friends, family, or anyone else that may call us trying to reach you.
- > Your phone, cable, and data port disconnection will be taken care of by our office after you have vacated the apartment.
- > Check entire apartment for personal items, including closets, behind doors and storage areas.

- > If you remember you left something behind, contact the University Apartments Office immediately. It may be possible to retrieve items before they are disposed of.
- > If you are leaving at any time than this summer, please be sure to leave the heat set on a medium setting. You will be charged for damage if you shut the heat off and pipes freeze and burst.
- > Close and latch all the windows.
- > Turn off all lights.
- > Lock entry and (at Scheidler) patio door.
- > Be sure screen door is closed tightly.

Final procedures for vacating University Apartments

- > Your apartment rent will continue to accumulate until all apartment keys issued to you are returned to the office. Please notify us about lost keys in writing when returning keys to check out to confirm that you have actually checked out.
- > You should plan to return your apartment keys to the University Apartments Office during office hours. If this is not possible, there is a return box on the outside of the office building. You can put your apartment key in an envelope (there are envelopes by the box), label the envelope with your name, apartment number and forwarding address, seal it and drop it into the locked drop box. **ALL** keys must be returned.
- > The charge for a recore is now \$35.00 per core. The total cost is \$105 for Scheidler and \$35-\$70 for Anthony, depending on the apartment.
- > To participate in express checkout procedure, simply turn in your keys and the apartment will be inspected after you have checked out. An e-mail message will be sent to your Ball

State e-mail account once your move-out is completed at the University Apartments Office. It will contain a link to the web site that will notify you if damage or cleaning charges are assessed. You will be responsible for keeping your e-mail box clear in order to receive the e-mail.

- > You have the option to schedule an appointment with a Resident Manager to be checked out prior to turning in your keys. Please contact the office at least 48 hours in advance to set up a time. The apartment must be completely empty at the time of this checkout. Failure to prepare the apartment by the pre-arranged time will result in an express check out (see above). A fee of \$25 per day may be assessed if transfers are not completed by the end of the allotted week.
- > Your refund, if applicable, will be mailed to the address you give to the University Apartments Office. To speed up the process, you can request that the refund is direct deposited to your bank account. The bank account must be an open U.S. account. Sorry, but we are not able to deposit to foreign accounts. To set up direct deposit with Ball State, follow these simple instructions:
 1. Go to <http://www.bsu.edu/bursar>
 2. Select the link "Direct Deposit of Financial Aid Refunds"
 3. On the next web page, select the link "Sign Up Now" and complete the information.

Apartment Transfers

Once an apartment is available for transferring, you will be given **one week** from the time the new apartment key is issued to complete the transfer. All the guidelines for cleaning and painting still apply. You will be charged for cleaning, painting, or damage if the apartment you are leaving is not in acceptable condition. Services will not be connected until the transfer is complete and old apartment keys are returned to the office. A fee of \$25 per day may be assessed if transfers are not completed by the end of the allotted week.

Costs To Tenants For University Apartments Cleaning and Painting

Please be aware that these are standard charges. The amount you may be assessed can be more or less depending on the condition of the apartment.

Carpet		
	Clean	\$35.00 per room
	Replacement	\$200.00 per room
Walls		
	Wash, regular (each)	\$10.00
	Wash, very dirty (each)	\$20.00
	Remove adhesive cover and wash	\$20.00
Paint		
	One wall (each)	\$30.00
	Living room	\$100.00
	Bedroom (each)	\$80.00
	Kitchen or bath (each)	\$40.00
	Complete 1-br apartment	\$200.00
	Complete 2-br apartment	\$250.00
	Complete 3-br apartment	\$300.00
	Correct wrong color (per wall)	\$30.00
	Remove adhesive cover (per wall)	\$40.00
	Remove paneling (per wall)	\$50.00
	Clean and repaint (per wall)	\$40.00
Floors		
	Clean room (each)	\$15.00 minimum
	Remove carpet tape (per room)	\$20.00 minimum
Furnishings/Appliances		
	Clean stove (regular)	\$15.00
	Clean stove (very dirty)	\$25.00
	Clean refrigerator (regular)	\$15.00
	Clean refrigerator (very dirty)	\$20.00
	Kitchen cabinets	\$15.00
	Bathtub/shower	\$15.00
	Toilet	\$10.00
	Sinks/counters	\$10.00
Removal of Trash From:		
	Apartment, patio, storage, hallway	minimum 2 hour labor at \$15.00 per hour
Miscellaneous charges:		
	Repairs or cleaning not fitting above criteria will be listed "To Be Determined" at check-outs. Residents may call back the following work day for actual charges.	

Costs To Tenants For Repairs and Replacements

These charges are materials and may not include labor for the repair. Labor charges are determined by approximate time of the repair and would be added to the material charge listed. As with the cleaning and painting, these are standard charges. The amount you might be assessed can be more or less depending on the condition of the apartment.

Cable Cord	\$5.00
Doors (inside)	
Repair small hole (each)	\$15.00
Refinish two sides	\$45.00
Replace	\$75.00
Door Jam	
Repair	\$90.00
Doors (outside)	
Refinish (per side)	\$35.00
Replace	\$175.00
Floor	
Replace tile (each)	\$2.00 + labor
Formica Counter Top	
Replace	\$150.00
Kitchen Cabinets	
Refinish or repaint (including removing adhesive covering)	
Upper cabinet	\$125.00
Lower cabinet	\$125.00
Lights (replacements)	
Bath light globe	\$15.00
Kitchen light shade	\$15.00
Locks	
Recores	\$35.00
Replace bedroom lock	\$30.00
Reset bedroom lock	\$20.00
Replace or remove non-university deadbolt lock for outside door	\$50.00
Replace door key	\$2.00
Replace mailbox core	\$8.00

Medicine Cabinet		
Replace shelf		\$15.00
Plaster		
Varies according to cost of materials and labor		
Plumbing		
Toilet tank cover		\$25.00
Toilet tank		\$80.00
Toilet stool		\$175.00
Lavatory		\$80.00
Vanity		\$60.00
Bathtub stopper		\$2.00
Shower head		\$5.00
Kitchen sink strainer		\$5.00
Aerator		\$1.50
Range		
Grate		\$10.00
Broiler pan		\$20.00
Burner pan (each)		\$5.00
Recycle Container		\$8.00
Refrigerator		
Freezer door		\$35.00
Chiller tray		\$23.00
Main liner for door		\$125.00
Evaporator unit		\$150.00
Door shelf (each)		\$5.00
Shelf		\$15.00
Screen		
Repair (each)		\$5.00
Replace (each)		\$15.00

Furniture in furnished apartments - repair or replacement costs will be determined based on the amount and/or type of damage or current replacement costs.

Conclusion

We hope your stay at our University Apartments was pleasant. We wish you the very best in your future. If there are any comments or suggestions you would like to contribute, regarding the vacate process, feel free to let us know. We value your suggestions.

Thank You!
The University Apartments Staff

Ball State University Apartments

Notice of Intent to Vacate

Scheidler Apartment # _____ OR **Anthony Apartment #** _____

Please check one: Family/Single Parent ___ Single (with roommate) ___ Single (no roommate) ___

Lease Holder's Name _____

BSU ID # _____

Date to Vacate Apartment _____ (must be a specific date)

Reason for Leaving _____

Single roommates must file separate vacate notices. Will your roommate also be moving?

(circle) **YES NO N/A UNKNOWN**

The above date is the date I will vacate my apartment. I am aware that if I fail to vacate by the above date, the University may forfeit my deposit, charge the applicable rent and charge a \$25.00 per day fee until all keys issued have been returned to the University Apartments Office.

Check the conditions of Occupancy, Section F, TERMINATION OF CONTRACT, for specific information on your responsibilities regarding vacating your apartment. Here are some highlights of the information:

- > Vacate the apartment at the end of your lease.
- > Are leaving due to academic disqualification and vacate your apartment within 30 days of your disqualification notice.
- > File 45 days notice to vacate and are leaving under one of the following circumstances:
 - a) between April 15 and the end of your academic year contract.
 - b) withdraw from the university on recommendation of the University Health Center or such other circumstances with the prior approval of the Assistant Director of Housing and Residence Life for University Apartments.

You will forfeit your deposit if you:

- > Vacate your apartment prior to the end of your contract (except under the conditions stated above), **AND you will be responsible for the rent for the remainder of the semester (until December 22 or April 15).**

Please detach and return this completed form to the University Apartments Office.

- > Withdraw from the university. You must vacate your apartment within 30 days of your withdrawal date.
- > Move into a residence hall before the end of your lease.
- > Transfer between apartments except under guidelines specified (see the move-out booklet or the Conditions of Occupancy section of the contract for details).

Damage and cleaning charges will be assessed in addition to the deposit forfeiture. An occupant who vacates without filing a vacate notice will, in addition to the forfeiture of the deposit, continue to be responsible for rent until the occupant or roommate notifies the University Apartments Office.

Rent will not end until ALL issued keys are returned to the University Apartments Office. You will be responsible for paying full rent for the month in which you are vacating and rent paid in excess (if eligible) will be refunded after you vacate your apartment. Rent charges that may be charged on your account for following months can be disregarded. **Please read the move-out booklet carefully as it will give valuable information to avoid unnecessary charges or fees because of improper notice, damage, cleaning, etc.**

Your address will be changed on the BSU mainframe. Spouses or children who are also students will need to change their address on the BSU website. You are responsible for notifying the U.S. Postal Services to have your mail forwarded. Utilities will be disconnected by the University Apartments Office effective the date you return your keys. Utilities are charged by the 1/2 month. Disconnection from the 1st to 15th of the month are charged 1/2 month of service; from the 16th to the end of the month are charged the full month service.

I have read and understand the information above.

Signature _____

Date Received in Office _____

Forwarding Address _____

Phone Number _____

FOR OFFICE ONLY:

Required Notice _____ Refund Deposit _____

Owes Rent Through Semester _____



Your Notes:



University Apartments

Ball State University Apartments Office

3460 North Tillotson Avenue
Muncie, IN 47304
(765) 285-5095
Fax (765) 285-2465

E-mail: aptooffice@bsu.edu

Office Hours

Fall and Spring Semesters: 8 A.M. - 5 P.M. Monday - Friday
Summer: 7:30 A.M. - 4 P.M. Monday - Friday



Mission Statement

We support the academic success and personal growth of our students through safe, comfortable, affordable, and diverse living and learning communities.

The information presented here, correct at the time of publication, is subject to change. Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.