

Getting ready to vacate? Make sure to follow this checklist to cover all moving procedures and to avoid being assessed a **\$50 fee** for improper check out:

- VACATING PROCEDURES**
- Fill out the "60 Days Notice to Vacate" form at <https://goo.gl/forms/z2rNySTlhb0ExlJH3> **at least 60 days** prior to your intended date of leaving, making sure that accurate new contact information is included for your final rental tax statement.
 - Housing staff will give notice that they plan to enter your unit for a pre-checkout inspection. You do not need to be present for this inspection. The pre-checkout inspection helps to eliminate many charges that tenants may otherwise receive at final checkout by going over any areas of concern.
 - Clean walls, windows, woodwork, floors, stove, refrigerator, and entire bathroom.
 - ★ Terminate/Transfer your gas and electric utilities for the last day of stay (and make sure that the account at your current Pillsbury Court unit is **transferred to "University of Minnesota Housing & Residential Life"**). Also transfer any other services you may subscribe to (cable, phone, internet, etc.)
 - ★ File a Change of Address at: moversguide.usps.com **IMPORTANT!**
 - Make sure all personal belongings are removed from unit by your official checkout date and time. Any furniture left by the trash will acquire a removal fee.
 - Contact Housing staff at least 7 days prior to your move-out date to schedule a final checkout for your final exit day. At this final checkout, you will be turning in your house and mail box keys and parking permit.

Failure to follow these procedures will result in fines for an improper checkout

Reminders

- Any personal belongings (owned or under lease/contract) that are not removed from your unit upon move-out are considered abandoned, and will be treated as trash and thrown away by the Facilities Management team. Please note that this includes things such as satellite dishes, cable boxes & modems, etc.
- Any extraordinary repairs such as broken window glass, wall damage, missing or broken appliance parts, or burned out or missing light bulbs will be charged to the tenant checking out. This will be reviewed at pre-inspection.
- Any furniture remaining in your unit will result in a \$75 fee, per piece of furniture that has to be removed.

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