



Dear Resident:

Date:

We are acknowledging receipt of your notice to vacate your apartment home effective **NOON** on . Please keep the apartment tidy for the remainder of your occupancy.

IF YOU PLAN ON MOVING COMPLETELY OUT PRIOR TO NOON, PLEASE CALL 612 703-1001. Even a few hours can make it much easier for our staff and incoming residents.

A pre-move-out inspection will be conducted no later than the 15<sup>th</sup> by Cardinal for scheduling maintenance at the end of the month. Your apartment must be cleaned thoroughly and emptied by Noon on the last day of your lease term.

FOLLOW THE SEQUENCE OF STEPS BELOW (and attached cleaning list) AS YOU PREPARE TO VACATE. All items will be inspected prior to refunding your damage deposit.

First, review your lease to avoid any misunderstanding.

● Email Cardinal ([UofMHousing@gmail.com](mailto:UofMHousing@gmail.com)) ONE forwarding address for your apartment residents. Only one check per apartment will be issued so make arrangements with your roommates NOW and NAME who will be responsible for receiving the damage deposit check/ CRP forms and disseminating funds/forms to appropriate individuals. Communicate this information with Cardinal no later than the last day of your lease term. Should you fail to provide an accurate forwarding address and we need to forward returned or re-issue lost items, there will be a \$25 per item administration fee. This fee does not include a \$20 bank fee associated with canceling lost/misplaced checks.

● Call Qwest to terminate your phone/internet service effective noon on the last day of your lease term.

● Call Excel Energy (and Centerpoint if you pay for gas), schedule a meter reading for the 31<sup>st</sup> (not a utility disconnect). If the last day of the month falls on a Sunday, schedule the reading for the next business day.

● Register a change of address with the US Postal Service.

Progress through the attached cleaning list as you prepare to leave.

Once the apartment is cleaned thoroughly, LEAVE ALL KEYS, Parking passes in an envelope on top of the refrigerator.

Email a list of any necessary maintenance items (slow drains, faucet drip, bugs etc.) to [UofMHousing@gmail.com](mailto:UofMHousing@gmail.com).

PLEASE LOCK THE DOOR AND LOCK ALL WINDOWS. If you need a key to lock door, slide key used under the apartment door once door is secure.

**Start discarding NOW. Waiting until the last few days creates undue stress for you AND also an overflow in the dumpster.**

1. Remove all personal property from unit **and** storage areas. **DO NOT DISCARD oversized items (tables, chairs, sofa's etc.); Paint; Chemicals; Televisions; Computers and Microwaves into the garbage. Contact HENNEPIN COUNTY for their closest recycling site OR TAKE THEM WITH YOU WHEN YOU MOVE. Illegal dumping = fine of \$150/item.**
2. **VACUUM** entire apartment. Begin from the top of all frames (window and door) and work down. Cover all surfaces including light fixtures, shelves, ceiling fans, radiators, inside baseboard heaters, sills, baseboards, stairs, closets, flooring and behind appliances. Check all corners and ceilings for spider webs, remove by vacuum.
3. **If you have smoked (or have had visitors that have smoked)** wash walls, cabinets, and windows with ammonia. This is cheaper than you having to pay for a repaint.
4. **WASH** all woodwork and windows (storms included) with ammonia solution, remove streaks. **ALL** baseboards, windows, doors (closets included) and frames will be inspected. **Vacuum inside** window slides & closet tracks and clean with a small brush. Wash mini blinds.
5. **CLEAN** the interior/exterior of all upper and lower kitchen cupboards, shelving, and countertops. Vacuum and clean above the kitchen cupboards (grease cutting cleansers works well on top of cabinets)
6. **THOROUGHLY** clean kitchen appliances, inside and out. **Scrub** stove-top and burners, hood, oven, and broiler including racks. It may be helpful to **soak** stove parts overnight in warm soapy water. Don't forget to lift stove top to vacuum and clean around burners. **Carefully** move appliances away from wall to clean the exterior of appliances. **UNPLUG** refrigerator **and prop door(s) open** to prevent mold and mildew. Clean floor beneath refrigerator, and the ref. drain tray accessed at rear base.
7. Vacuum entire **A/C filter** and **ceiling fan, wipe blades clean.**
8. **CLEAN/SCRUB** all bathroom surfaces including walls, windows, fixtures(stool and sink,tub), medicine cabinet/shelving, **grouting**, all chrome, and floor. Tilex/Ajax or Greased Lightning works well on these surfaces with a scouring pad/brush. The tile should sparkle and have no evidence of body oil or spotting.
9. Check all high traffic area walls, halls, and stairways for hand-prints, bicycle tire marks, etc. Wash clean with 409 spray.
10. **MOP** all wood and linoleum floors (no wax please). **We suggest Murphy's Oil soap** for wood flooring. Linoleum flooring generally requires some extra effort to remove all dirt (scrubbing floor will help).
11. Wash all lighting globes and wall switch/outlet covers. Ensure all fixtures have light bulbs in working order (\$2.50 will be assessed for each light bulb that management needs to replace).
12. Ensure there is no running water in the apartment before you leave ie. toilet, faucets.
14. The Carpeting will be professionally cleaned just as it was prior to your occupancy. This cost will be passed on to you if you have resided with us for 13 months or less.

**Failure to comply with this list will result in appropriate damage deposit deductions (@ \$45/hr for cleaning labor with a 1 hr min., plus materials).**

**Damage that has occurred during your residency will also be deducted from the damage deposit at a minimum rate of \$75/hr labor (one hour min.), plus materials to return the apartment to the condition in which you received it.**

**Thank you for your residency.**