

U.D. Student Apartment Check-Out Notes

All student apartment residents are required to complete this online apartment inventory check-out for any approved relocation to a different area at any point during the year or upon move out at the end of the academic year.

Failure to do so WILL result in an improper check-out fine of \$50. This is in addition to any other applicable fines resulting from damages beyond normal wear-and-tear or for any missing items that were noted as present upon check-in.

If you do not yet have a key return envelope contact the Office of Student Life or check the laundry room.

Instructions: This sheet may be used to check individual items prior to submitting the official Apartment Inventory Check-Out Form online at <http://www.udallas.edu/submitform/1741> You will immediately receive a confirmation message on your screen after successful submission of the form.

As you follow along with the items below, inspect the current condition of your student apartment. Keep in mind the results of your online check-out will be verified by a pro-staff member after your departure. Charges for damages and/or missing items not itemized at check-in will be billed to your student account in the Business Office.

Furniture-Each Bedroom: These items are present in each bedroom and in reasonable condition.

- Bed Frame
- Mattress
- Desk
- Desk Chair
- Desk Lamp
- Bookshelf/Dresser

Electrical-Each Bedroom: These items are in working condition.

- Network/Cable Jack
- Smoke Detector (is the light blinking?)
- Electrical Outlets/Switches
- Closet Light

General-Each Bedroom: These items are in reasonable condition. To avoid potential cleaning fines, be sure to remove all personal items. If you don't have a vacuum, at least sweep the floor to leave in 'broom clean' condition.

- Walls
- Bedroom Door
- Ceiling
- Window(s)
- Window Screen(s) {should be one on each window-note below if any are missing}
- Blind(s)
- Closet Door(s)
- Closet Walls/Rod
- Carpet

Bathroom: These items are in working and/or reasonable condition. To avoid potential cleaning fines, be sure to remove all personal items and wipe down all surfaces. Be sure to clean the insides of the tub, sink and commode.

- Towel Rack(s)
- Commode
- Sink
- Bathroom Cabinet
- Bathroom Mirror(s)
- Bathroom Lights
- Shower/Tub
- Bathroom Walls
- Bathroom Floor

Kitchen: These items are in working and/or reasonable condition. To avoid potential cleaning fines, be sure to remove all personal items from all cabinets, the refrigerator and oven. Also, wipe down all surfaces including inside the refrigerator and oven.

- Kitchen Cabinets
- Refrigerator/Freezer
- Stove/Oven
- Kitchen Floor

Living Room Area: These items are in reasonable condition. To avoid potential cleaning fines, be sure to remove all personal items. If you don't have a vacuum, at least sweep the floor to leave in 'broom clean' condition.

- Living Room Walls
- Living Room Chair/Sofa
- Living Room End Table
- Living Room Carpet
- Living Room Windows/Blinds
- Living Room Lights/Fan

Dining Room: These items are present and in reasonable condition.

- Dining Room Table
- Dining Room Chairs
- Number of Dining Chairs Present? (1, 2, 3, 4)

Patio (if applicable): These items are present and in reasonable or working condition. Fines will be assessed for weather damaged interior furniture left outside on the patio.

- Patio Curtains
- Patio Door/Locks
- Patio Floor/Walls

General: These items are in reasonable condition:

- Apartment Front Door/Lock
- Hall Closet Door/Lights/shelves (2 bedroom only)

CHECK-OUT Terms and Conditions: (as outlined via the official online check-in form)

- I accept responsibility for the current condition of my student apartment and its furnishings upon moving out.
- With the exception of any specifics listed above, I understand and acknowledge that everything in my apartment is present and in good condition or working order.
- I fully understand that after this check-out, I will be charged for any damages beyond normal wear-and-tear that have occurred or for any missing items that were noted as present upon check-in.
- I fully understand that upon checking out, I will be charged if the apartment key issued to me is not returned immediately upon departure from campus. (If you do not yet have a key return envelope, contact the Apartment Coordinator or the Office of Student Life.)
- I understand that if this form is not submitted by the given deadline, there will be an additional \$50 improper check-out fine billed to my account in the Business Office.

Additional questions regarding this process may be directed to the Office of Student Life.