

Move-Out Expectations and Advice

Moving out is a hassle no matter for what reason you move out or where you move to. With a little planning you can avoid/ overcome a lot of last minute problems .We hope you find the information that follows useful. Good luck moving!

BEFORE YOU MOVE OUT:1. complete a notice of intent to vacate form available at the office a minimum of 20 days in advance of your move-out date. You can also download it from our website www.nordheimcourt.com 2. Make sure you leave a forwarding address on the move out form or at the office. This is where we will send your security deposit refund 3. Schedule a move out inspection with the Nordheim Court office if you are moving out between 8/1 and 8/29. If you are moving out on 8/31, you **may but do not need** to schedule a move out inspection.

IMPORTANT: Because of the very period of time we have to prepare our apartment , we will allow ONLY transferring residents and sublets who have signed up for a 2008-09 lease to extend their lease. If you have not signed up for next year at the Nordheim , please make suitable arrangements with your future landlord to move into your next apartment on August 31st. Your lease at Nordheim expires at 12:00 am on 08/31/08.

1. **Loading:** There will be limited access to moving and cleaning resources such as the vacuum cleaners, moving carts, and hand trucks. Out of courtesy to others, please use the moving carts /hand-trucks as quickly as possible and return them to the office as soon as possible. You will need to bring your student ID card or driver's license to check out the vacuum cleaner and hand truck.

Advice: Plan ahead! It is a good idea to complete your packing at least one day before you check out so that you have time to clean that last day. Remember to pack lots of small boxes which are lighter to carry instead of a few big boxes.

2. **Move out office hours:** The office will be open from 9 am -8 pm on 08/31 and from 10 am -6 pm on 9/1
3. **Cleaning: As per your lease agreement you have agreed to leave the apartment in good condition.** Make sure that the furniture is back to its original configuration, the room is cleared of all garbage and belongings to prevent being charged a haul fee or for hours needed to move furniture. The checklist on the other side of this sheet details the items that need to be cleaned. Please make sure that the whole apartment is clean, not just your room. Bathrooms and kitchens need a lot of detailing and will be inspected closely. *You will be fined* up to \$50 /person if your apartment is not clean when you move out ! **Advice:** Work as a team and assign each other cleaning tasks. Check and double check as you go. **If you are the last one to move out, you will be held responsible for the state of cleanliness of your bedroom, common areas and all unlocked bedrooms.**

Garbage: Pack your garbage well in the garbage containers to allow room for the others. Sort your trash, break down your boxes and plan on cleaning gradually as opposed to all in one day. If you notice that our trash containers are overflowing, *please* notify the office.

4. **Load Zones-** we will have a few load zones available. Please check out parking tags and permits at the office. You will need to leave a valid piece of ID as well as your contact information when checking out a load zone tag. As a courtesy to other residents, please limit the use of the load zone to 90 mins. Please return the load zone tag to the office promptly as the fee for any unreturned tag is **\$20**.
5. **Donations- Do not waste, RECYCLE!** We will be accepting donations of re-usable non food items for the Salvation Army from 8/25-8/31. The drop off point is by parking stall #133, behind the chain link fencing. Both garage doors will be open from 8 am -6 pm Monday-Friday and from 8 am to 8 pm on 8/31.
6. **Food items-** Got any food /toiletries you are not planning on moving with you? Consider donating to the University District food bank. <http://www.udistrictfoodbank.org/donate.php>. **We will have food bins stationed in the garage and by the mail boxes.** Here is a wish list from the U-district food bank:
Food: Canned Protein Items (tuna, stew, chili, peanut butter), vegetarian Items, baby food, formula and supplies (diapers, wipes), Boost/Ensure or other nutritional supplement, canned fruits and vegetables (pop top cans and small serving sizes appreciated),canned Soup
Toiletries: bar Soap, toothbrushes and toothpaste, toilet paper, shampoo, deodorant, paper and plastic grocery bags
7. **Moving hours:** Please be careful to *respect the quiet hours* (10:00 pm- 8 am) for moving out. Use this time to clean and pack instead.
8. **Key Returns: ALL KEYS** (apartment + mail), cards (FLEX pass+ Laundry Card) and Parking Pass must be returned at the time of leaving. You can hand them to the office representative after you are checked out or **leave them in the rent drop box in a sealed envelope bearing your name, apartment number and date.** **Late key returns will be fined** a daily rate for each day you keep the key after your move out date. Lost keys, cards and parking passes are charged **\$20-\$175**
9. **Change of Address:** Please take the time to complete a USPS change of address form (available by the mail boxes) to have your mail forwarded. Nordheim Court will **not** forward your mail for you. For a small fee, you can also make a change of address online at www.usps.com
10. **Unpaid Charges/Damages** Any outstanding charges /damages will be deducted from your security deposit after you move out. Check with the office if you have any questions about outstanding charges.
11. **COMMUNICATE:** Talk to us! If you have any questions or need help, PLEASE contact us at **206-934-1200**

CHECK LIST

- USPS change of address form completed and mailed ?**
- Notice of intent to vacate form returned to office?**
- Forwarding address communicated to office?**
- Bedroom and share of bathroom, kitchen and living room cleaned?**
- Apartment cleared of all your belongings?**
- Food donated /trashed?**
- Garbage sorted and trashed?**
- All keys returned? Apt key Mail Key FLEX pass Laundry card Parking Pass**

CLEANING CHECK LIST

		Who cleans?
	Kitchen	
<input type="checkbox"/>	Empty and self clean oven the night before	
<input type="checkbox"/>	Clean oven and stove top, remove and scrub drip pans. Wash and replace broiler pan* in oven	
<input type="checkbox"/>	Clean microwave, wash microwave plate	
<input type="checkbox"/>	Empty refrigerator and wipe shelves with warm soapy water. Wash drawers. Defrost freezer. Rinse and replace ice trays*. Wipe surface of refrigerator.	
<input type="checkbox"/>	Empty and wipe all cupboards and drawers	
<input type="checkbox"/>	Clear and wipe sink	
<input type="checkbox"/>	Clean all counter surfaces	
<input type="checkbox"/>	Sweep and mop kitchen floor	
<input type="checkbox"/>	Wipe window and blinds	
<input type="checkbox"/>	Empty dishwasher and run dishwasher cycle	
<input type="checkbox"/>	Empty all garbage from the apartment	
	Living room:	
<input type="checkbox"/>	Vacuum living room , window sills and blinds	
<input type="checkbox"/>	Reposition furniture to its original configuration	
<input type="checkbox"/>	Clean windows	
<input type="checkbox"/>	Wipe furniture	
	Bathroom	
<input type="checkbox"/>	Scrub and shine bathtub	
<input type="checkbox"/>	Clean Bathtub enclosure	
<input type="checkbox"/>	Clean sink, counter and mirror	
<input type="checkbox"/>	Clean toilet and toilet seat	
<input type="checkbox"/>	Remove shower curtains	
<input type="checkbox"/>	Empty and wipe cabinets inside out.	
<input type="checkbox"/>	Vacuum and mop floor	
<input type="checkbox"/>	Mop floor	
<input type="checkbox"/>	Washer/Dryer	
<input type="checkbox"/>	Empty belongings from W/D closet	
<input type="checkbox"/>	Clear lint filter in dryer	
<input type="checkbox"/>	wipe washer and dryer	
<input type="checkbox"/>	wipe top and sides of washer/dryer	
<input type="checkbox"/>	Clear and vacuum closet on either side of the washer/dryer unit	
	Bedrooms:	
<input type="checkbox"/>	Empty belongings	
<input type="checkbox"/>	Clean windows, wipe window sills and blinds	
<input type="checkbox"/>	Gently wipe or vacuum window screen	
<input type="checkbox"/>	Wipe all furniture inside out	
<input type="checkbox"/>	Polish desk , dresser and bookcase	
<input type="checkbox"/>	Vacuum /dust chair , wipe mattress	
<input type="checkbox"/>	Remove mattress boards and wipe frame	
<input type="checkbox"/>	Remove cobwebs	
<input type="checkbox"/>	Move furniture and vacuum floor. Replace furniture in original configuration	
<input type="checkbox"/>	Vacuum inside of closet	
<input type="checkbox"/>	Wipe door on both sides	
<input type="checkbox"/>	LOCK DOOR	
<input type="checkbox"/>	wipe and dry wooden sills	
<input type="checkbox"/>	Wipe blinds	
	Pantry and closets	
<input type="checkbox"/>	Empty, wipe shelves and vacuum floor	

CHARGE FOR NOT CLEANING YOUR APARTMENT IS UP TO \$50/RESIDENT.