

Resident Manager Contact Information:

- **Claude Dadge** – Greg Page
 - 109 Greg Page Apartment
 - Email: claudio.dadge@uky.edu
 - Telephone #: 859-323-9380
 - Cell #: 859-317-3396

 - **Adeola Oladeji** – Shawneetown
 - D108 Shawneetown
 - Email: adeola.oladeji@uky.edu
 - Cell #: 859-323-9607

 - **Andrew Lurace** – Rose Lane, LTS, & Specialty Apartments
 - 410 Rose Lane #213
 - Email: alu244@uky.edu
 - Cell #: 859-338-8758
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Vacating Licensee must contact their Resident Manager at least 7 days in advance of the Notice to Vacate date to make an appointment to have their apartment inspected. The Resident Manager will assess the condition of the apartment and its contents. The purpose of this inspection is to determine whether damages exist AND to ensure that community-cleaning standards are met. The unit must be **clean** and ready for inspection. If there are damages or the apartment is not clean, charges will be assessed. It is the *responsibility* of the Licensee to schedule a Check-out inspection with the Resident Manager; the Resident Manager will collect Licensee keys at that time. If keys are not returned, the Licensee will be charged for a lock change. If Licensee has a roommate, once the Vacating Licensee moves out, the Remaining Licensee will be responsible for the entire monthly rent amount. It is in the best interest of the Remaining Licensee to ensure a move-out inspection is completed otherwise, they will be responsible for all changes once they vacate the apartment.

Failing to meet with the Resident Manager **does not** financially release the Licensee(s) of the responsibility for cleaning and damages. *All cleaning in the apartment must be completed before the Check-out inspection.*

Licensee may request but will be charged a fee no less than \$25.00 if they request a second inspection to avoid assessed cleaning charges.

In the event of early Check-out (Advance Deposit Refunds), resident will be assessed charges once they vacate the apartment if the apartment is not left clean, and/or Licensee causes damage to the apartment or its contents after the Check-out Inspection was completed, or does not return keys.

If no charges are assessed and the housing account balance is paid in full, Licensee will receive a deposit refund. If charges are less than the deposit, Licensee will receive the difference. If charges are more than the deposit making a balance due, Licensee will be notified to pay the balance. If balance is not paid, a hold will be placed on the Licensee's university records.

GRADUATE & FAMILY MOVE-OUT CHECKLIST

MOVE-OUT CHECK LIST: Check off boxes (☐) once the task is complete.

- My Resident Manager has been contacted and a Check-out inspection scheduled.
- All keys have been accounted for and are ready to be turned in to the Resident Manager.
- I have completed a “Change of Address” form with the US Post Office.
- Address has been changed with providers of newspaper deliveries and other subscriptions, as well as with other places/people that have sent mail.
- Address has been changed in the UK student records database, if applicable.
- All personal items have been removed from the apartment.
- All walls have been cleaned and are free of grease, dirt, crayon marks, etc.
- All personal trash has been disposed of properly.
- All carpeted areas have been thoroughly cleaned.
- The floors have been swept and mopped.
- All University property at time of move-in remains in the apartment.

KITCHEN CLEANING

- ALL items have been removed from cabinets and drawers.
- Shelf or drawer liner has been removed.
- Shelves and drawers have been cleaned.
- The outside of cabinets and drawers have been cleaned.
- Countertops, sink, and faucet have been cleaned.
- All food has been removed from refrigerator and freezer.
- Refrigerator and freezer have been cleaned inside and out.
- The stovetop and oven have been cleaned inside and out.

BATHROOM CLEANING

- The tub, shower, and wall tiles have been cleaned.
- The toilet has been cleaned inside and out.
- The mirrors have been cleaned.

LIVING ROOM AND BEDROOM CLEANING

- All wood furniture has been dusted.
- All other furniture has been wiped clean.
- All closets have been cleared out.