

UFLATS MOVE-OUT CHECKLIST

MOVE-OUT CHECKLIST

- Optional, Area Director has been contacted and a check-out inspection scheduled. All keys have been accounted for and are ready to be turned in to the Area Director.
- 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, etc.
- All personal trash has been disposed of in the building compactors.
- All carpeted areas have been vacuumed, if applicable.
- All hard-surface floors have been swept and mopped.
- All University property that belongs in the apartment remains in the apartment.

KITCHEN CLEANING

- ALL items have been removed from cabinets and drawers, including shelf/drawer liners.
- Shelves and drawers have been cleaned.
- The outside of cabinets and drawers have been cleaned and are free of grease, dirt, etc.
- Countertops, sink, and faucet have been cleaned.
- All food has been removed from the refrigerator and freezer, and both have been cleaned.
- The stovetop and oven have been cleaned, including burners and drip pans (under burners).
- Lint has been removed from the dryer and the area around the washer/dryer is clean.

BATHROOM CLEANING

- The tub and/or shower, sink, and walls have been cleaned.
- The toilet has been cleaned inside and out.
- ALL items have been removed from cabinets and shelves, and are free of dirt, soap, etc.
- The mirror has been cleaned.

LIVING ROOM AND BEDROOM CLEANING

- All hard-top furniture has been dusted, including inside dressers.
- All other furniture has been wiped clean (check under mattress and sofa cushions).
- All closets have been cleared out.



Graduate Area Director Contact Information:

John Stauffer

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Phone: 859-402-2841

Vacating Licensee have the option to contact their Area Director to make an appointment to have their apartment inspected. The Area Director 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 Area Director, if you choose. The Area Director will collect Licensee keys at that time. If keys are not returned, the Licensee will be charged. If Licensee has a roommate, once the Vacating Licensee moves out, the Remaining Licensee will be responsible for the entire monthly installment.

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 Area Director **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 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.