



DIVISION OF HOUSING AND FOOD SERVICE • DIVISION OF STUDENT AFFAIRS
THE UNIVERSITY OF TEXAS AT AUSTIN

University Apartments • 3501 Lake Austin Blvd • Austin, Texas 78703 • (512) 232-5299 • FAX (512) 232-5353

INTENT TO VACATE NOTICE

I hereby file written notice with the University Apartments Office that I intend to vacate my assigned apartment on the date listed on the back of this form as "Last Date of Occupancy."

I UNDERSTAND THAT:

1. The ending date of my contract will determine the ending date of my responsibility for electricity, if applicable, and other charges for damages, missing property, and the overall condition of the apartment.
2. All keys that have been issued to you must be placed in an envelope and returned to the Apartments office or I will be charged up to a \$75 Re-key charge
3. Any Parking Placards that were issued to me must be returned to the Apartments office along with the keys in an envelope or I will be charged a \$30 replacement fee per placard.
4. The modem & all accessories must be returned to the Apartments office on/before check out or I may be charged up to \$137 for the missing modem and all missing accessories.
5. All belongings need to be removed, the apartment cleaned or there will be a charge for any items or trash left inside or outside the apartment.
6. Final billing with any charges deducted from the deposit will be processed within 30 days after checkout.

***BRACKENRIDGE RESIDENTS:** You must contact City of Austin Utilities to transfer services out of your name & back to UT Apartments. In addition, you must contact Texas Gas Services to disconnect services completely.

ALL CONTRACT ACTIONS REQUIRE 60 DAYS WRITTEN ADVANCE NOTICE. FAILURE TO GIVE 60 DAYS WRITTEN ADVANCE NOTICE ON INTENT TO RENEW, VACATE, OR GRADUATE WILL RESULT IN PENALTIES AS LISTED BELOW:

1.) IF A STUDENT UNEXPECTEDLY HAS TO CANCEL THEIR CONTRACT BEFORE IT EXPIRES, after 12 months residency, there is no penalty if you give 60 or more day's written advance notice. If you give 30-59 days written advance notice, you will pay a penalty of 50% of one month's charges. If you give one to 29 days advance written notice, you will pay a penalty of 85% of one month's charges. If you move prior to the last day indicated on the vacancy notice, the unused monthly charge will be forfeited as liquidated damages. Your deposit will be refunded less any damages or charges.

2.) IF YOU FAIL TO MAINTAIN ELIGIBILITY REQUIREMENTS, if you fail to maintain eligibility requirements, you must notify the Manager of University Apartments in writing within three days and pay a monthly charge for a minimum of thirty days or the number of days the apartment is occupied, whichever is greater, beyond the date you file vacancy. In addition, you will pay 85% percent of your monthly charge as liquidated damages. If you move prior to the last day indicated on the vacancy notice, the unused monthly charge will be forfeited as liquidated damages. Your deposit will be refunded less any damages or charges.

3) SUSPENSION BY THE UNIVERSITY, INCLUDING ENFORCED SCHOLASTIC WITHDRAWAL; you must file a written vacancy notice no later than the third day of such a change. Documentation is required. You must move within fifteen days of suspension or change in status or by the last day of the semester, whichever comes first, and pay for a minimum of fifteen days charges or through the end of semester, whichever is greater. The deposit is refunded, less a \$35 processing fee and any applicable charges.

4) GRADUATION: Failure to move out or file vacancy notice at the end of the contract period or upon graduation results in a charge of 85% of one month's charges plus \$25 per day for each day following the end of the month in which you graduate, up to \$500. (You will be released if all on campus degree requirements are completed or if you graduate from The University.)

Reason for Vacancy (Check one):

_____ Graduation

_____ End of Contract

_____ Other reasons (please state) _____

I have read and understand all the conditions listed on this vacancy notice. I also acknowledge that I have received a move out packet and checkout envelope and I am aware of all move-out procedures.

_____ Name

_____ UT EID

_____ Email Address

_____ Phone Number

_____ Today's Date

_____ APT #

_____ Signature

_____ ***Last Day of Occupancy**

***Upon receipt of vacancy notice, this apartment is subject to pre-leasing; therefore requests for extensions to the vacancy date listed may be denied.**

Received by: _____

Date: _____

Processed by: _____

Date: _____

Dear Resident,

This information has been put together to help you check out. It is not all-inclusive, but it is a guide to help you will reduce the possibility of charges and make your move a more pleasant one. If you have a question about something, please contact the Apartments Office.

BEFORE or UPON CHECK OUT:

Return your modem and all accessories packed neatly together to the office before the day of check out. If you are checking out over the week-end, please return your modem by 4 PM the Friday before your check out. If your modem is not returned by check out, **you can be charged up to \$137.00** to replace the modem and all accessories.

AT TIME OF CHECK OUT:

1. Place all keys and Parking Placard(s) in the CHECK-OUT envelope and return to the office on the day you check out. If the office is closed, you may place the check-out envelope containing your keys in the drop box located outside the office.
2. Leave recycle bin in the apartment.
3. **Please note: You will be charged for any belongings or trash left inside or outside.**

REMINDERS

- ✓ Your apartment should be completely empty and clean on your checkout date.
- ✓ Return all keys and PARKING PLACARDS issued to the office upon check out.
- ✓ Make sure that you complete a change of address with the Postal Service at least **two weeks or longer prior** to moving out of your apartment. Once you have turned in your keys, we **cannot** sign out a mailbox key.
- ✓ Please make sure that all your contact information is current and correct in UTDIRECT. Final bills and/or refunds are sent to your addresses on file by the Bursar's Office.
- ✓ Notify the office if you plan to rent a storage pod or moving trailer/van. You must get the location and length of stay of the van/pod approved by the office prior to the delivery of the storage unit. Due to limited parking space, we ask that you park your vehicle in the guest parking area if the pod or trailer is to be parked in a primary parking space.
- ✓ Vehicles, moving vans and trailers **may not** be driven on the yard/grass areas.

UNIVERSITY APARTMENTS CLEANING INSTRUCTIONS

Listed below are things your apartment will be checked for. It includes some suggested products and methods that have been found to work well for specific items, as well as a check list for you to use as you are cleaning. This guide can also be used:

- As a step-by-step reference while cleaning your apartment.
- To answer specific questions concerning cleaning expectations.
- Most importantly, this guide can be used to help you move out without having to pay cleaning charges.

We expect your apartment to be clean. A clean surface is defined as one that is free of dirt, grease, marks, stains and other residue. We expect a certain amount of wear and tear, but cleanliness is a must. If the condition of your apartment does not meet University Apartments standards, a charge for necessary cleaning and/or damages will be assessed.

KITCHEN

- **REFRIGERATOR**

Wipe racks and shelves, including door shelves. When you leave, turn refrigerator off and leave the door open so it will not mildew. Pull refrigerator out and clean floor behind refrigerator.

- **RANGE**

CAUTION: To prevent damage by cleaning products, place newspaper on the floor and area around the stove. Take care not to get oven cleaner on painted surfaces. Carefully follow directions/instructions for the products you are using. Prior to cleaning, residents of Brackenridge and Gateway should be sure the circuit breaker for the range is off.

Remove all detachable parts (burner and oven knobs, drip pans, burner rings, oven racks, and broiler pan). Spray with an all-purpose cleaner, such as 409, and set aside. Follow the directions of the oven cleaner you use, **SPRAY THE OVEN ONLY**; do not use oven cleaner on knobs, top/sides of range. Be careful not to spray any type of cleaner into the electric burner outlets as this may cause them to short out.

Clean stovetop and area under the burners/drip pans with hot soapy water. Scouring pads, such as Brillo or SOS, may be used on stubborn or hard to clean places. Clean under and around range knobs. Wipe oven door and broiler; clean any stubborn spots with a scouring pad. Using a sponge, remove all cleaner, dry all parts and put back in their proper place. Be sure to wipe off all cleaning materials and soap film. The surface of the range should not be streaked or dull looking.

Bowl Burners/Drip pans do not need to be replaced prior to move-out. Clean thoroughly and the check-out staff will determine if they need to be replaced or not.

- **VENTHOOD AND FILTER**

Use warm soapy water or an all-purpose cleaner to wipe off the venthood, both inside and out. (Do not use steel wool, oven cleaner or any harsh cleanser on the venthood, as it will damage the paint).

The filter can be removed by striking a dull object under one edge and “popping” it out. Soak filter in hot water with detergent or a cleaning compound (Ajax or 409), possibly for several hours. Scrub frame gently; rinse, shake out excess water and reinstall. Don’t forget to clean the wall and cabinet area around the vent and range. Warm soapy water and a sponge will work well. Do **not** use oven cleaner, abrasive cleanser and/or steel wool.

Venthood filters or drip-pan/burner bowls do not need to be replaced prior to move-out. Clean thoroughly and the check-out staff will determine if they need to be replaced or not.

- **KITCHEN SINK**

The area should be stain free. Food stains and aluminum pot/pan marks can be removed by scrubbing with any household cleanser (like Comet or Ajax). If badly stained or very dirty, this may need to be done more than once. You may also use bleach, like Clorox, to remove food stains; however, be careful not to mix bleach with other cleansers. The area around the rim of the sink and around the faucets should be clean and any soap, lime or grime build-up. For hard-to-clean water spots or lime build-up on chrome faucets, you may use vinegar or products like Lime Away. Be sure to wipe off all residues.

- **DRAWERS, CABINETS AND COUNTERTOPS**

Remove shelf paper. Using a detergent and water, remove any grease, food residue or smears from shelves, drawers and cabinets inside and out. Oven cleaner, abrasive cleansers, Brillo or SOS pads **SHOULD NOT** be used as they will damage paint or varnish. Light stains on countertops may be removed by gently scrubbing with a non-abrasive cleanser (such as Bon Ami or Soft Scrub). Be sure to wipe off all residues.

BATHROOM

- **BATHTUB, TILE AREA AND LAVATORY**

Tile around the bathtub should shine to indicate that all soap film has been removed. Spraying tile with Tilex or bleach and water then scrubbing can remove soap scum and mildew on tub grout. Use a small brush to help remove stubborn spots. One good way to remove soap film from the ceramic tile is to spray with products such as Dow or Lysol Bathroom Cleaner and scrub with a plastic scrubber. Again, you may have to repeat this if tiles have a heavy film. Be sure to rinse well after cleaning.

- **TOILET**

The toilet should be clean and free of stains, both inside and outside. Use a long-handled brush and scouring powder or bowl cleaner to clean the bowl and inside rim. Most bowl cleaning products are good for removing stains; however, if the stain is bad, you may need to remove all the water before cleaning.

- **MEDICINE CABINET AND MIRROR**

Wipe the medicine cabinet inside and out. Carefully remove and wash glass shelves. Clean the mirror using any window cleaner or plain water with a little vinegar. Be sure the inside of the medicine cabinet is dry so it will not rust.

WALLS AND DOORS

All paint used in University Apartments is water-based paint. Hard scrubbing will remove paint so walls should be cleaned gently with warm soapy water or a mild cleaning product. Do not use an excessive amount of water which could damage the sheet/rock surfaces.

Inspect all walls and doors for marks (including tape residue), handprints or any other marks that can be cleaned. Remove all such marks. Light switches, electrical outlet covers, cable, and telephone connection covers should be wiped clean as should door handles and window/door frames. Remove cobwebs from ceiling/corners of all rooms. A broom covered with a towel works well if a vacuum cleaner is not available. Vinyl walls in Gateway Apartment should be gently wiped with a sponge and soapy water. Be sure to remove cleaning products. Residents of Brackenridge Apartments should clean/dust the area above the picture-hanging mold in the apartment.

WINDOW AREAS

Windows should be cleaned on the inside with any window glass cleaner. Stickers and tape residue should be removed and window frames and sills cleaned. To avoid scratching glass, remove "water spots" (if any) with Lime Away, or vinegar and water.

Both sides of Venetian blinds slats should be cleaned with warm or hot soapy water or an all-purpose cleaner. Extending blinds to full length, carefully remove from the window frame. Slats should not be scrubbed or cleaned with chemicals that can damage paint. When cleaning rinse well, let dry, and re-hang on window.

Residents living in apartments with sliding glass doors must clean the glass (both inside and outside), with window cleaner. Screen and door tracks should also be free of dust or dirt. Vertical blind slats should be cleaned and in place. Blind/curtain slats can be cleaned by wiping the slat on both sides with a sponge and soapy water or any mild all-purpose cleaner. Gateway residents should vacuum the fabric sides of slats.

HEATING AND AIR CONDITIONING UNITS AND VENTS

Louvers on heat pumps in Brackenridge Apartments should be wiped off. The top and sides of the unit should be free of dust and other dirt. It is not necessary to clean the filter as Maintenance personnel will take care this at no charge to you. Bedroom heat strips in Brackenridge Apartments should be free of dust and dirt.

FLOORS

Floors should be swept last, after all the cleaning has been done and all personal belongings removed from the apartment. Damp mop all floors with warm water to remove dirt, grease etc. **DO NOT WAX!!!** Carpet in Gateway should be vacuumed.

MISCELLANEOUS

Outside surfaces of light fixtures should be wiped with a damp soapy cloth. Residents in Colorado and Gateway must have light bulbs in all fixtures. **CAUTION:** Be sure the light is turned off before you clean or replace burned out bulbs. Ceiling fan blades and motor housing should be wiped with a warm soapy sponge to remove dust and dirt. Closets should be emptied of all personal belongings and shelves free of dust. Residents in Gateway Apartments should also wipe down the louvers on closet doors.

Fire extinguishers should be wiped down with a soapy sponge and in their proper place. Smoke detectors should be free of dust.

PLEASE NOTE:

TO AVOID A CHARGE:

- ***Do not*** leave any personal items inside your apartment or apartment building
The area under stairways, outside and around your apartment should be clear of discarded items, such as trash, furniture, yard furniture, toys, etc. (Residents of Colorado should remember to check the upstairs enclosure for any personal items.)
- ***Do not*** leave any personal items sitting outside the trash dumpster
- ***Do not*** put any large items such as mattresses, sofas, tables, etc. inside the trash dumpster

To dispose of large bulky items, household goods, clothing, toys, etc. Please donate them to:

- Goodwill* (drop off at their donation center located in the shopping center next to Maudies) *Goodwill **will not** take used mattresses
- Salvation Army - schedule a pickup of items at 1-800-SA-TRUCK (1-800-728-7825) or via their website at:
http://satruck.org/donate-goods?utm_source=google&utm_medium=cpc&utm_campaign=southernarc
- The ARC of Austin - (512) 707-0008, arctxaustin@reuseit.org or
http://www.thearcoftexas.org/site/PageServer?pagename=partners_household_recycling



Cleaning Check List

START CLEANING BEFORE YOU BEGIN TO PACK. GETTING AN EARLY START HELPS YOU TO AVOID CLEANING CHARGES. START COLLECTING BOXES NOW AND PACK THINGS YOU ARE NOT USING.

Living Room

Door - Edges	Windows - Frames	Walls
Door - Knob	Windows - Sill	Outlet Covers
Blinds	Windows - Glass	Ceiling
Screen	Floor	Baseboards/Vents

Kitchen

Blinds	Counter Top	Light Over Stove
Screen	Stove – Burners	Refrigerator – Inside & Behind
Window – Glass	Stove – oven	Refrigerator – Top
Window – Frame	Stove – Racks	Refrigerator – Sides
Window – Sill	Stove - Broiler	Refrigerator – Door Seal
Walls	Stove Knobs	Cabinets - Doors – LEAVE OPEN
Ceiling	Stove - Top	Cabinets – Shelves
Floor	Stove – Sides	Cabinets – Drawers - LEAVE OPEN
Light Switch	Vent Hood Fan	Pantry - Shelves
Sink	Vent Hood Filter	Pantry - Door - LEAVE OPEN

Bedroom(s)

Blinds/Shades	Outlet Covers	Vents
Screen	Ceiling	Closet – Shelf
Window- Glass	Walls	Closet – Walls
Window – Sills	Doors – Sides	Closet – Door - LEAVE OPEN
Window - Frames	Doors - Knobs	Floor (Carpet)

Bathroom

Floor	Light Fixture	Towel Bars
Window – Glass	Toilet – Inside	Tub - Sides
Window – Sill	Toilet -Outside	Tub – Faucet
Screen	Sink – Bowl	Tub - Tile
Door – Edges	Sink - Faucet	Medicine Cabinet - LEAVE OPEN
Door – Sides	Vanity – Inside	Mirror
Door Knobs	Vanity - Outside	Outlet Covers