

EXPECTATIONS FOR CLOSING

You are expected to leave your room in the same condition as when you moved in. This means it should be clean, no holes in the walls, everything in good working condition and furniture in the proper location.

There will be a charge assessed to each occupant of the room for trash removal, excessive cleaning and/or any missing or damaged items.

Discuss cleaning tasks with your roommate(s), especially if you are checking out at different times. Refer to the table below.

This form is meant to be a tool in creating a successful move out experience for residents through shared accountability for cleaning tasks. In the event that a common space in your unit is not properly cleaned or contains abandoned property or trash, all residents in the space will be billed accordingly. The items on this form will not be utilized for billing purposes.

Who Is Cleaning What?	Task To Be Done
	Kitchen area
	Common Space/Living Room area
	Bathroom #1
	Bathroom #2
	Balcony area

WHAT IS CLEAN? :

Keep in mind that even though you cleaned, you may still be subject to damage or cleaning charges.

Clean includes, but is not limited to the following:

- Remove **ALL** belongings, wipe out desk and dresser drawers, dust closet shelves, wipe off all desk and cabinet tops, and wash off all marks on the wall that will come off.
- Be sure to double check your drawers, underneath your bed, etc. for any belongings
- Vacuum the carpet before you move out.
- Remove all stickers, posters, drawings, tacks, tape, staples and nails from the walls, windows and doors.
- Remove food from the refrigerator and stove and clean those appliances
- Clean the bathroom area and remove all items from medicine cabinets and vanities.
- Return all furniture to its original position in room
- Remove all trash or unwanted items

Please make sure to do the following before you move out:

- Make arrangements to store your personal belongings over the summer.
- Clean room and apartment including the removal of all food and trash*.
- Make sure you clean out the refrigerator.
- Close and lock windows. Close shades/drapes/blinds.
- Turn off all lights, heating units and AC units.
- Lock and deadbolt your door. Be sure to also lock your balcony door.
- Please make sure all furniture is removed from the balcony.
- Return any music room keys, recreational equipment or vacuums you have borrowed from the front desk.
- Turn in your keys and paperwork at your Customer Service Center
- Donate unwanted clothing, housewares, e-waste to Goodwill Bins (located on the 1st floor)*
- Clear out your mailbox*
- Check out*
 - Checkout**
 - *Residents may check out starting on May 13th - 17th at the Redwood Reception from 9 AM - 6 PM then The Redwood Mailroom from 6 PM - 9 PM.*
 - *Failure to check out properly can result in an improper checkout fee of \$120.*
 - After Hours Checkout**
 - *Express Checkout is available between 9 p.m. and 8 a.m. and over the weekend for approved late-stay residents. You must visit the Holly Mailroom to complete the Express Checkout form. Please contact RA on Duty at (714)681-6918 if the mailroom is closed and you need to check out a bin.*

***Bins, swiffers, and vacuums will be available at the Redwood Mailroom from 9 a.m. to 9 p.m. from May 13 - 17. However, we strongly encourage you to bring and use your personal moving items since we have a limited inventory of bins. Bins and vacuums will not be available for checkout outside of these hours.**