Apartment Move-Out Checklist

Failure to properly clean and maintain your apartment will result in damage charges that will be deducted from your deposit and/or result in additional charges to your bursar account. See the other side for cleaning and replacement estimates.

Step 1: Pack and remove all your belongings
___ Check all closets, cabinets, and storage areas including any outside storage and bike racks.

Step 2: Clean your apartment
___ Bathroom – Clean tub, sink, drains, mirror, toilet, and bathroom tile. Remove any mildew.
___ Closets/Storage Area – Wipe off shelves and sweep/mop floors.
___ Floors – Clean and vacuum carpets thoroughly. Remove any stains. Sweep tile and linoleum floors and mop. Do not wax floors.
___ Kitchen – Remove all shelf liners and wipe off shelves inside kitchen cabinets. Wipe off cabinet doors. Clean sink and wipe off countertop. Clean out all items from refrigerator, wipe off shelves, and inside/outside the door. Leave the refrigerator plugged in and turned on to setting 2. Clean the stove and oven.
___ Hallway/Patio – Remove all furniture, trash, carpet, and other items left in hallways or outside. For Scheidler residents, sweep the outside patio area.
___ Walls and Doors – Remove tape, stickers, nails, hooks, and other items. Wipe clean to remove marks, fingerprints, and tape residue.
___ Windows – Brush off screens and leave in windows. Clean windows and leave them closed. Remove blinds, curtains, and other window treatments. Lock all windows.

For Scheidler residents with window air conditioners: Please complete a work request order at bsu.edu/fixmyhome to schedule a time for our maintenance staff to remove the air conditioner. If you do not plan to move your window air conditioner, do not place it in the dumpster as it is illegal to dump appliances with Freon. Rather, place old air conditioners behind the University Apartments Office building for proper disposal and notify the University Apartments Office.

___ Place all trash and recycling in dumpsters.
___ In furnished units, relocate all provided furniture back to original setup.

Step 3: Secure apartment for vacancy
___ Close and latch windows, turn off all lights, and lock the entry and patio doors.
___ If you are leaving at any time other than summer, leave the heat turned on the medium setting.
___ Submit any maintenance issues and work orders.

Step 4: Complete paperwork and return keys
___ Change your mailing address online at USPS.com and with Ball State at my.bsu.edu. Notify companies, such as magazine publishers and other vendors, of address change.
___ Check mailbox before returning key(s).
___ Turn in your apartment keys to the office during business hours, or in the dropbox. Your rent will continue to accumulate until all keys are turned in. Make sure to leave your keys in an envelope provided next to the drop box and include your name, forwarding address, and date.

Other things to do:
___ Return any textbooks.
___ Take care of any unpaid rent or financial business.
Estimates for Cleaning, Painting, Repairs, and Replacement

Please be aware that these are standard charges. The amount you may be charged can be more or less, depending on the condition of the apartment and/or the item. Labor charges and removal of items may not be included in the estimates below and are determined by the approximate time spent for each incident. For specific costs, please contact the University Apartments Office.

**Cleaning**

- Appliances (stove, refrigerator) $30-50
- Bathtub/shower, toilet, sinks, and counters $25-50
- Floors and carpets $40-55 per room
- Walls $25-50

**Painting**

- One wall – entire apartment $50-500
- Kitchen cabinets $125

**Repairs and Replacement**

- Bathroom light fixture $40
- Bathtub stopper $8
- Countertops $250
- Doors (inside) $25-125
- Doors (outside) $45-250
- Door locks $50-85
- Door screen $12-25
- Kitchen light fixture $25
- Stove $5-20
- Refrigerator $15-180
- Toilet $25-175
- Sink strainer $15
- Shower head $15

**Recore ($35 per lock)**

- Scheider $105
- Anthony $35 - $70

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Open Monday-Friday:
8AM – 5PM during the school year
7:30AM – 4PM during the summer

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