**MARICOPA/WALTON CHECK OUT & MOVING INFORMATION**

**STAYING FOR THE SUMMER? ... Have the apartment in good shape to welcome new roommates!**
- Residents that are staying for the SUMMER should have the apartment cleaned and in good shape, ready to welcome new roommates. If cleaning is needed by our custodial staff, the continuing residents could be charged.
- If you are staying in your apartment for the SUMMER 2015 semester, you do not need to continue to read the rest of this email. If you are leaving your apartment, keep reading...

**FOR STUDENTS NOT STAYING FOR THE SUMMER; CHECK OUT HOURS AND DEADLINE**
- Residents not living at Maricopa/Walton this SUMMER must be checked out by **NOON Saturday, MAY 9**. Graduating students have until **6:00PM Saturday, MAY 9th** to be checked out.
- Residents not properly checked out by their deadline above will be assessed a $50 Improper Check Out charge.
- Check out times:  
  - Monday, May 4 – Friday May 8 8:00 am – 11:00 pm  
  - Saturday, May 9 8:00 am – 6:00 pm  
- If these times do not work for your schedule, stop by the Maricopa/Walton Office to get an After Hours Check Out packet.
- Stop by the office or email joelh@iastate.edu with questions.
- Do not leave the keys in your apartment. Residents not cleaning properly will be charged $50.
- The two check out options…EXPRESS and PICO…are explained below.

**ARE YOU A “DOMINO”?**
- A “domino” is a resident moving from one Maricopa/Walton apartment to another. If you are staying in your current apartment, you are not a domino. Dominos cannot move until your new apartment has been vacated, inspected and cleaned.
- Each domino must see Joel Hochstein in the Maricopa/Walton Office to create your "customized moving plan."
- See Joel as soon as you know your SUMMER assignment. Setup an appointment via email: joelh@iastate.edu
- Dominos must not leave without meeting with Joel and completing their move as agreed.

**EXPRESS CHECK OUT ...The easiest and most popular; you come to the Community Center.**
- When packed, cleaned and ready to leave, come to the Community Center (3906 Maricopa Dr. #102) during the times outlined above. Bring your ID and your key(s). Complete the checkout paperwork and turn in your keys.
- After you’ve gone, staff will inspect your bedroom/bathroom or full apartment, whichever is appropriate.
- You will be charged if cleaning was not properly done, items left or damages found. Residents’ condition forms are referenced. Photos are taken to support charges put on your U-bill.
- If your bed is not lofted, you must have all pieces in the bedroom so staff can verify that all parts are there.

**PERSONAL INSPECTION AND CHECK OUT (PICO) ... We come to your apartment at a specific time.**
- If you are choosing a PICO as your checkout option, you must come sign up for a time before Monday, May 4. They must be done in person in the Maricopa/Walton office and are on a first-come, first-served basis.
  - PICOs are scheduled in 30 minute increments. PICOs can be scheduled for Mon-Friday 9am-7:30pm and Saturday from 9am-5:30pm.
- Be ready to leave at the specific day/time you schedule for. Staff will do the inspection and have you complete check out forms. If your bed is not lofted, you must have all pieces in the bedroom so staff can verify all parts are there.
- Residents’ condition forms are referenced.
- Due to this busy time, staff cannot remain while additional cleaning is done.
- You will know at the time of your PICO if charges for cleaning and/or damages could appear on your U-bill unless you have roommates also leaving and they still need to check out. Even with a PICO, you are responsible for the condition of the apartment when the last resident leaves.

**YOU ARE RESPONSIBLE FOR CLEANING ... Not cleaning well can be very expensive.**
- Attached is a Cleaning Check List for the apartment.
- Attached are the charges you will be assessed if you choose to not clean, leave items or trash. We want you to know these charges upfront. **It will be very expensive if you leave without cleaning well.**
- Remove all personal “stuff” from the apartment, not leaving anything behind. Items left behind can cost a minimum of $50.00.
- Put trash inside the dumpsters not in the hallways or outside of buildings. Charges will be assessed for trash.
AFTER CHECKING OUT
- When you check out and turn in your keys, you are no longer a resident of that apartment. You need to leave. You should not return to clean or stay there.

TALK WITH YOUR ROOMMATES: CREATE A CLEANING PLAN:
- If everyone is checking out of the apartment, you share equally in the responsibility for the common areas (bathroom, kitchen, living room, hallways and laundry area).
- Talk and decide “who will clean what.” Each of you is responsible for your own bedroom and bathroom. If you are checking out and leaving at different times, work out a plan that is best for your apartment situation.
- DOMINOES...work with your roommates so everyone cleans the apartment before they check out. Then, it’s up to you to keep things in great shape for when you check out after they do.
- Lack of roommate communication is not an excuse. Regardless of when each resident is leaving, you share equally in the responsibility for cleaning and for the condition of the apartment when the last person leaves.

SHOWER RODS AND CLEANING SUPPLIES
- Replacement shower rods cost $10. Please leave the shower rods in the bath/shower.
- You are responsible for providing your own cleaning supplies and trash bags.

CHARGES FOR NOT CLEANING
Charges for not cleaning will be assessed after move out. These will be placed on your University bill by early June. This appearance on your University bill is your notification of these charges. Appeals must be submitted within 30 days of the notification of the charge (Policy Handbook I.B). Direct questions about charges to the Maricopa/Walton Office at maricopawalton@iastate.edu.

ITEMS LEFT IN APARTMENTS
Items left in apartments will be removed. Items are kept for 30 days after which it will be sent to ISU’s Asset Recovery for sale/disposal. You will be charged for the removal, storage and disposal of these items at a minimum charge of $50.

QUESTIONS?
Please let us know as soon as possible so we can help. Waiting until move out may be too late. Contact your CA or the Apartment Community Manager at joelh@iastate.edu.
WHAT TO CLEAN & HOW TO CHECK OUT
Maricopa/Walton Apartments at Iowa State University

Cleaning and Other Things to Do
1. If you are checking out, but have roommate(s) remaining as residents in the apartment, you are responsible for:
   - Cleaning your bedroom and bathroom
   - Removing all your possessions. Do not assume your roommates or new residents want these. The minimum charge for leaving items or trash is $50.

2. Read the attached Cleaning Check List. Our staff will inspect these items/areas after you have checked out and you will be charged for things not properly cleaned. We need for you to clean and clean well. Photos are taken to support all charges.

3. Note the attached Cleaning & Other Charges sheet for not cleaning or for stains and other damages found.

4. Report things that need fixed, repaired or replaced to Jensen Property Management or DoR Service Center depending on the items that need fixed, repaired, or replaced. You will not be charged for repairs due to normal wear and tear. You will be charged for damages. Your condition form will be referenced.

5. Return all furniture to its original room. If your bed is not lofted, make sure that all of the parts of the loft are located in the bedroom so staff can verify that all pieces are there. You will be charged for lost bed pieces.

6. Replace all burnt out light bulbs. This is your responsibility.

7. Put trash inside the dumpsters. There is a $50 charge for improper trash disposal.

Charges for Not Cleaning
Charges for not cleaning will be assessed and placed on your University bill soon after check out. This appearance on your University bill is your notification of these charges. Appeals must be submitted within 30 days of the notification of the charge (Policy Handbook I.B). Direct questions about charges and appeals to the Maricopa/Walton Office at maricopawalton@iastate.edu.

How to Check Out
1. When the cleaning is done and all of your personal items have been removed, you are ready to check out in the Maricopa/Walton Office at the Community Center (3906 Maricopa Dr. #102). **Do not leave without returning your keys to the office.**

2. Close and lock your apartment door.

3. Come to the Maricopa/Walton Office/Community Center to complete the required check out paperwork and turn in your key(s). Failure to complete this paperwork or to turn in your keys will result in a $50 Improper Check Out charge and a $60 lock change.

4. If you receive an After Hours Check Out packet, follow the instructions on the envelope. If you have questions as you are completing this, call the CA on Duty at 515-460-6148.

If you have questions about cleaning or checking out, contact your CA, the CA on Duty (515-460-6148), or the Apartment Community Manager at joelh@iastate.edu.
MARICOPA/WALTON APARTMENT CLEANING CHECK LIST

Living room
- Dust all surfaces (tables, mini blinds, window sills and panes, etc.).
- Wipe off leather couch and chair, including between the cushions, with a warm and slightly damp cloth.
- Clean marks off walls.
- Vacuum carpet or flooring including under couch, chair and other furniture. Swiffer products work great on non-carpeted floors. Do not use any wax products.
- Clean outside of all vents.

Kitchen
- Clean outside and inside of drawers and cupboards.
- Clean all counter surfaces.
- Clean sink and faucet.
- Clean the inside and outside of the microwave.
- Remove all items from the refrigerator.
- Wash all surfaces and areas inside and outside of the refrigerator and freezer.
- Sweep or mop behind refrigerator, carefully pulling it in and out from the wall.
- Clean the inside and outside of the dishwasher.
- Clean the inside and outside of the oven including the drawer underneath the oven.
- Wipe off the stovetop and clean drip pans beneath burners.
- Wipe down the fan hood.
- Clean marks off walls.
- Sweep and wash/mop the floor. Do not use wax products.
- Take out all trash from the kitchen and other areas of the apartment.

Hallways and Laundry Area
- Dust all light fixtures.
- Clean marks off walls.
- Vacuum carpet or Swiffer flooring. Do not use wax products.
- Clean closet.
- Clean inside and outside of the washer and dryer, including the lint trap in the dryer.

Bathroom
- Clean sinks, faucets, mirror and countertop…the entire vanity area.
- Clean and wipe out all drawers and cabinets.
- Thoroughly clean and disinfect shower area.
- Remove your shower curtain and leave the curtain rod.
- Clean vents & light fixtures with a vacuum or a dry dusting cloth.
- Clean and disinfect toilet, inside and out.
- Clean dirt and marks off walls.
- Sweep and wash/mop the floor in the entire bathroom area.
- Take out all trash from the bathroom and other areas of the apartment.

Bedrooms
- Dust off all surfaces (desk, file caddy, shelves, closet, dresser, etc.).
- Wipe out all drawers and inside surfaces (dresser, bed, desk, file caddy, etc.).
- Dust mini blinds, window sills and panes. Clean any moisture off the window.
- Clean marks off walls.
- Vacuum carpet/Swiffer flooring including under the bed.
Cleaning & Other Charges at Maricopa/Walton Apartments

The Department of Residence Policy Handbook requires you to clean thoroughly when you move out of your apartment. Choosing to not thoroughly clean your apartment, or parts thereof, will result in charges. **Choosing to not clean can be very expensive.**

Note that you will also be charged the costs of any stains, replacements or damage repairs, including labor and materials. The following charges that could be assessed include, **but are not limited to:**

**Kitchen Cleaning** –
- Stove and Oven (including broiler pan and drip pans not cleaned) $80
- Refrigerator/Freezer $80
- Microwave $40
- Dishwasher $40
- Sink $40
- Cabinets $40
- Drawers $40
- Countertops $40
- Floor and Walls $40 each
- Drip Pan Replacement $15
- Total Kitchen Cleaning $455+

**Bathroom Cleaning** –
- Toilet $40
- Bath/Shower $40
- Sinks, Countertop or Mirror (bathroom vanity area) $40
- Cabinets (inside and out) $40
- Drawers (inside and out) $40
- Floor and Walls $40 each
- Shower rod replacement $10
- Total Bathroom Cleaning $250+

**Bedroom Cleaning** –
- Furniture Dusting/Cleaning (inside and out) $30
- Window and Mini Blind Dusting and Cleaning $30
- Vacuuming/mopping of Floor $40
- Walls $40 each
- Total Bedroom Cleaning $140+

**Living Room Cleaning**–
- Furniture $30 a piece
- Window and Mini Blind Dusting and Cleaning $30
- Floor and Walls $40 each
- Total Living Room Cleaning Minimum $100+

**Laundry Area, Closet and Hallway Cleaning** –
- Washer and Dryer (lint trap and detergent areas) $20 each
- Closet $40
- Floor and Walls $40 each
- Total Laundry Area Cleaning Minimum $100+

**General** –
- Carpet shampooing and stain removal $35/hour minimum
- Trash Removal/Items Left (If staff has to dispose of items you leave in the apartment) $50 minimum
- Furniture Moving (Furniture must be in its original room) $50 per piece
- Mattress Replacement $103
- Furniture, miniblind, carpet, lamps, lampshades, light bulb, or light cover replacement **Current replacement chrg**
- Smoke removal (minimum of carpet shampoo, walls painted and mattress replacement) **Current replacement chrg**
- Smoke detector replacement $20