

Reinhard Villages Spring 2022 Closing Notice

Please Note: You must be checked out of your apartment by 6:00pm Friday, May 6, 2022. If you are participating in the in-person graduation ceremony and need to stay until Saturday please email me.

Prior to checking out of your apartment:

- ✓ Prepare your apartment for your move out:
 - **ALL** your belongings need to be removed – double check. Cleaning crews will be here Monday after closing to throw everything left behind out.
 - **Students must remove all belongings and trash – failure to do so will result in a garbage fee charge per resident.**
 - Be sure all RV furniture is placed in its original position.
 - Clean the apartment.
 - Remove all trash and put it in the dumpster.
 - Remove all posters, tacks, stickers, **command hooks** etc. from walls, doors, closets, etc.
 - **Cable boxes, cable cords and remotes must remain in bedrooms and living rooms (\$250 charge if missing DTA box).**
 - Do not patch or paint – doing so will result in additional charges
 - If you had a comfort animal, or pet in pet friendly housing– you are required to remove all pet hair and animal related items. Additional cleaning fees may be applied to your account if you had an animal in your apartment and it is determined additional cleaning services are required beyond the normal services done each summer.
 - Turn out all lights
 - Make sure there is no running water
 - **DO NOT LEAVE FOOD IN CUPBOARDS OR FRIDGES**
 - Lock windows and doors
 - Leave air conditioning set at 72 degrees
 - Make sure the door is closed and latched when you leave

Formal Checkout Procedures:

- ✓ **Students can choose to formally move out for summer at any time prior to 6pm Friday, May 6.**
- ✓ Once moved out, go to the Community Center Office
- ✓ Put your keys (bedroom, mailbox, swipe card) in an envelope
- ✓ Write your name and apartment number on the envelope
- ✓ Put the keys in the key checkout box
- ✓ If the office is closed, slip the envelope under the door.
- ✓ All keys must be turned in before you leave.
- ✓ We will only be doing room checks once the apartments are empty.
- ✓ Following the checkout, any charges will be posted to your Student Account by the end of May.

Failure to abide by any of the above instructions will result in an improper checkout fee being assessed to your student account.
