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.”

APT #

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 may be placed in a check-out envelope provided by the office or in my own envelope and returned to the Apartments office or I will be charged a $75 Re-keying fee (there is also a materials and labor charge to rekey the mailbox in Colorado & Gateway)
3. Parking Placards that were issued to me must be returned to the Apartments office along with the keys in the check-out envelope provided by the office or in my own 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 $93 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 and disconnect Texas Gas Service totally.

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 I am aware of all move-out procedures.

/__/__/_________  /__/__/_________  *Last /__/__/_________
Today’s Date       Apt. #        Last Day of Occupancy

__________________________________________  UT EID
Name (Please Print)                                        
__________________________________________
Email                                                                   Phone Number
__________________________________________
Signature

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

________________________________________________________________________

OFFICE USE ONLY:

Received by: _____________        Date Received: _____________
Processed by: _____________        Date Processed: _____________

Vacating hold:       Y       N
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 your Community Advisor or the Apartments Office.

**BEFORE or UPON CHECK OUT:**

1. Return your modem and all accessories packed neatly together to the office before the day of check out.
   a) If you are checking out over the week-end, please return your modem by 4 PM the Friday before your check out.
   b) If your modem is not returned by check out, you can be charged up to $93.00, replace the modem and all accessories.

2. Please make sure that all your contact information is current and correct on your vacancy notice and in UTDIRECT. (Final bills will be emailed to the email address on your vacancy notice and refunds may be sent to your address on file by the Bursar’s Office. However refund checks will not be mailed outside of the US).

**AT TIME OF CHECK OUT:**

1. Place all keys and Parking Placard(s) in a check-out envelope provided by the office or in your own 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.

4. Your apartment should be completely empty and clean on your checkout date.

5. 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, mailbox keys are not available after check-out as the ownership to the mailbox reverts back to the U.S. Postal Service.

6. Notify your community advisor if you plan to rent a storage pod or moving trailer/van.
   a) You must get the location and length of stay of the van/pod approved by your Community Advisor 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.
   b) Vehicles, moving vans and trailers may not be driven or parked on the yard/grass areas.
UNIVERSITY APARTMENTS HELPFUL CLEANING HINTS

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 mildew will not grow. Pull refrigerator out and clean floor behind refrigerator.

- **RANGE**
  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.
  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.

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.

Burner bowls/Drip pans need to be cleaned thoroughly or replaced prior to move-out. If the Burner bowls/Drip pans need to be replaced, it is less expensive if you replace them yourself. To replace Burner bowls/Drip pans, please come to the office.

- **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/remove the paint).

If the venthood filter needs to be cleaned thoroughly or replaced prior to move-out. 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 venthood and range. Warm soapy water and a sponge will work well. Do use oven cleaner, abrasive cleanser and/or
steel wool. If the venthood filter need to be replaced, it is less expensive if you replace it yourself. To replace the venthood filter, please come to the office.

- **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 removed. 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 of 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.

**TRASH REMOVAL/RECYCLING/FURNITURE DISPOSAL**

Please place any trash inside the dumpsters and anything recyclable into the recycle bins. If you need to dispose of large items such as old furniture, carpeting, mattresses, etc., the office staff can coordinate disposal for a charge.

Items left in or around the apartments or left beside dumpsters could result in charges to you. To dispose of large, bulky items, household goods, clothing, toys, etc. that are in good condition, please donate them to:

- Goodwill* (in the shopping center next to Maudies)
  
  *Goodwill will not take used mattresses
- Salvation Army to 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, arctaustin@reuselt.org or http://www.thearcoftexas.org/site/PageServer?pagename=partners_household_recycling

**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.
Cleaning Check List

Many people find it helpful to start cleaning before you begin to pack. Waiting until the last minute can cause your move to be extremely stressful. Getting an early start helps you to avoid cleaning charges. Start collecting boxes now and pack things you are not using.

### Living Room

<table>
<thead>
<tr>
<th>Door - Edges</th>
<th>Windows - Frames</th>
<th>Walls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door - Knob</td>
<td>Windows - Sill</td>
<td>Outlet Covers</td>
</tr>
<tr>
<td>Blinds</td>
<td>Windows - Glass</td>
<td>Ceiling</td>
</tr>
<tr>
<td>Screen</td>
<td>Floor</td>
<td>Baseboards/Vents</td>
</tr>
</tbody>
</table>

**Kitchen**

<table>
<thead>
<tr>
<th>Blinds</th>
<th>Counter Top</th>
<th>Light Over Stove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen</td>
<td>Stove – Burners</td>
<td>Refrigerator – Inside &amp; Behind</td>
</tr>
<tr>
<td>Window – Glass</td>
<td>Stove – oven</td>
<td>Refrigerator – Top</td>
</tr>
<tr>
<td>Window – Frame</td>
<td>Stove – Racks</td>
<td>Refrigerator – Sides</td>
</tr>
<tr>
<td>Window – Sill</td>
<td>Stove - Broiler</td>
<td>Refrigerator – Door Seal</td>
</tr>
<tr>
<td>Walls</td>
<td>Stove Knobs</td>
<td>Cabinets - Doors – <strong>LEAVE OPEN</strong></td>
</tr>
<tr>
<td>Ceiling</td>
<td>Stove - Top</td>
<td>Cabinets – Shelves</td>
</tr>
<tr>
<td>Floor</td>
<td>Stove – Sides</td>
<td>Cabinets – Drawers - <strong>LEAVE OPEN</strong></td>
</tr>
<tr>
<td>Light Switch</td>
<td>Vent Hood Fan</td>
<td>Pantry - Shelves</td>
</tr>
<tr>
<td>Sink</td>
<td>Vent Hood Filter</td>
<td>Pantry - Door - <strong>LEAVE OPEN</strong></td>
</tr>
</tbody>
</table>

**Bedroom(s)**

<table>
<thead>
<tr>
<th>Blinds/Shades</th>
<th>Outlet Covers</th>
<th>Vents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen</td>
<td>Ceiling</td>
<td>Closet – Shelf</td>
</tr>
<tr>
<td>Window- Glass</td>
<td>Walls</td>
<td>Closet – Walls</td>
</tr>
<tr>
<td>Window – Sills</td>
<td>Doors – Sides</td>
<td>Closet – Door - <strong>LEAVE OPEN</strong></td>
</tr>
<tr>
<td>Window - Frames</td>
<td>Doors - Knobs</td>
<td>Floor (Carpet)</td>
</tr>
</tbody>
</table>

**Bathroom**

<table>
<thead>
<tr>
<th>Floor</th>
<th>Light Fixture</th>
<th>Towel Bars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window – Glass</td>
<td>Toilet – Inside</td>
<td>Tub - Sides</td>
</tr>
<tr>
<td>Window – Sill</td>
<td>Toilet -Outside</td>
<td>Tub – Faucet</td>
</tr>
<tr>
<td>Screen</td>
<td>Sink – Bowl</td>
<td>Tub - Tile</td>
</tr>
<tr>
<td>Door – Edges</td>
<td>Sink - Faucet</td>
<td>Medicine Cabinet - <strong>LEAVE OPEN</strong></td>
</tr>
<tr>
<td>Door – Sides</td>
<td>Vanity – Inside</td>
<td>Mirror</td>
</tr>
<tr>
<td>Door Knobs</td>
<td>Vanity - Outside</td>
<td>Outlet Covers</td>
</tr>
</tbody>
</table>