



# MOVE-OUT CHECKLIST

**MUST BE COMPLETED BY 5:00pm ON SATURDAY, APRIL 26**

## KEYS:

Once you have completed the cleaning checklist and removed all personal items from the apartment, you must turn in the following:

- **Front dr key** (\$25 if lost or not returned)
- **Assigned bedrm key** (\$25 if lost or not returned)
- **Mailbox key** (\$25 if lost or not returned)
- **FOB** (\$50 if lost or not returned)
- **Guest parking pass**

## Keys can be dropped off in the 48 West Leasing Office during office hours:

- Monday – Friday: 10:00am-7:00pm
- Saturday: 10:00am-4:00pm
- Sunday: 12:00pm-4:00pm
- Office Closed: key packets and the drop box are located in the Commons near the entrance immediately to the right when you walk in.

---

## EXTENDED STAY:

- You may request an extended stay until 12:00pm on Sunday, April 27, at an added fee of \$45.00.
- Complete the form after April 1 through Banner > myHousing > Apply | Cancel | Forms.
- International residents, residents who are graduating, or residents working at graduation events may request an extended stay at no additional fee.
- Any student needing housing on campus after Sunday, April 27, must complete a Spring/Summer 2025 housing application. Contracts will be prorated for early departures but are charged at a minimum of 3 weeks: Apply through Banner > myHousing > Apply | Cancel | Forms.

---

## TRANSITIONING TO SPRING/SUMMER ON-CAMPUS HOUSING

- Residents living on campus for the Spring/Summer 2025 terms will stay in their current assignment until notified that their new unit is ready for them to move into.
- The transition period will run from Friday, April 25 through Sunday, May 4.
- Residents are expected to remain on/near campus with their belongings packed and ready to relocate to their Spring/Summer assignment during the transition period.
- Once notified your summer unit is ready, you will have 48 hours to move between units. Failure to move within 48 hours of the notification may result in additional fees.

**If you have enjoyed your time living at 48 West and want to continue to live there, please visit the leasing office or call 616.895.2400 and they will assist you through the application process.**

---

**SEE NEXT PAGE FOR CLEANING CHECKLISTS AND COMMON CHARGES.**

## THE FOLLOWING REQUIREMENTS MUST BE MET TO AVOID CLEANING CHARGES

**RANGE:** clean or replace drip pans, clean stove top, underneath stove top, inside oven (including racks), exterior, sides, and bottom drawer

**RANGE HOOD:** wipe down inside and outside, replace filter

**DISHWASHER:** clean racks, outside, and inside, clean out any debris from bottom

**REFRIGERATOR:** remove all food, clean inside, outside, and beside

**WASHER/DRYER:** clean inside, outside, lint trap, and beside

**CABINETS:** remove everything, wipe down inside and out, including drawers

**COUNTERTOPS:** wipe down and remove any stains

**BALCONY:** remove ALL items, sweep

**LIGHT FIXTURES & CEILING FANS:** clean and replace any burnt out bulbs

**FURNITURE:** wipe down inside and outside, vacuum under cushions, return to appropriate locations

**WOOD FLOORS:** sweep and mop, including around washer/dryer

**WALLS:** remove any marks, nails, tape, etc.

**WINDOWS, BLINDS, TRIM, AND DOORS:** wipe down, remove any marks, nails, tape, etc.

**BATHROOM:** clean tub and surround, sink, toilet and base, wipe down all surfaces including mirror, countertop, and inside cabinets and drawers. Remove any grime, stains, etc. (magic erasers work well)

**CARPET:** You are responsible for spot removal and vacuuming so carpets are ready for steam cleaning

**SMOKE ALARMS:** must be left in working order

**TRASH:** remove all trash and personal belongings from the apartment. If any belongings are left in the apartment you will be charged \$25 per bag or trip to the dumpster.

**MAIL:** change your address with anyone that sends you mail (especially important documents like bills) and forward your mail with the USPS (remember, forwarding only lasts 30-60 days).

---

## THE FOLLOWING ARE EXAMPLES OF COMMON CLEANING CHARGES

- Oven/stove \$35.00
- Shower \$25.00
- Vanity Sink \$10.00
- Refrigerator \$35.00
- Toilet \$25.00
- Sink/countertops \$20.00
- Bathroom floor \$20.00
- Kitchen floor \$20.00
- Dusting furniture \$30.00
- Wipe out cabinets \$25.00
- Dusting ceiling fan \$45.00 each
- Microwave oven \$25.00
- Dusting blinds \$10.00 each
- Laundry Closet \$30.00

---

**A FINAL INSPECTION WILL BE COMPLETED ONCE ALL KEYS ARE RETURNED FOR THE UNIT.**

---

# HAVE A GREAT SUMMER!