

THE GREEN Move Out Checklist

Student Housing and Dining Services expects that effort is put into cleaning your apartment before moving out and that the condition be similar to when you moved into the unit in the Fall. We have provided you guidelines for cleaning your apartment to assist you in meeting this expectation.

***Please remember that you are responsible for the condition of your bedroom, bathroom, and all shared common space** regardless of how often you utilized the common space. We recommend you discuss your check-out plans with your roommates and share cleaning responsibilities.

General Cleaning – For all rooms in apartment

- Walls: Walls should be left clean, clear of all scuffs, hand marks, and mildew. This includes light switch plates.
- Hard Surface Flooring: Sweep, remove all marks, mop.
- Carpet Flooring: Vacuum well.
- Windows: Clean tracks, both tops and bottoms, glass, windowsills and screens. Remove any decals/stickers that may have been applied.
- Blinds: Leave blinds clean and clear of any dust and dirt.
- Doors: Wipe with wet cloth. Remove all marks and dirt. Dust tops of doors and door handle
- Trash: Remove all trash from unit. ****NOTE: this is one of the most common charges for cleaning that can be avoided by removing the trash yourself****

Bedroom Specific Cleaning

- Closet and Shelves- Clean wall and door(s) inside and out with damp cloth. Vacuum. Make sure all personal items are removed.
- Bed: Wipe down the mattress cover and wood frame.
- Desk & Shelf: Wipe down the wood frame, clean the inside of all drawers, and remove all personal items.
- Trash can: Remove all trash and clean inside of can.
- Lamp: Clean lamp and shade.

Bathroom Specific Cleaning

- Mirrors: Wipe down all mirrors. Leave free of any smudges, streaks, and cleaning residue.
- Sinks: Remove all hard water deposits, clean all sinks and chrome. Remove any cleaning residue.
- Toilets: Clean; remove all hard water deposits, rust stains and rings.
- Tubs/Showers: Clean entire stall, remove hard water spots and dirt build up on shower/tub floor and walls.
- Cabinets & Counter tops: Clean all counter tops, cabinets, shelves and drawers, inside and out. Make sure all cleaning residue is removed. Remove all personal items.

Kitchen Specific Cleaning

- Dishwasher: Run through cycle using a small amount of bleach and detergent. The entire dishwasher should be clean inside and out, including door and knobs.
- Refrigerator: Clean all shelves, drawers and entire area inside and out. Wipe down walls behind and beside refrigerator.
- Stove and Oven: Remove all stains, grease, and food particles from the entire stove and oven inside and out. Do not forget to lift and clean under stove top. Clean all knobs. Please be advised that oven cleaners could damage linoleum; be careful when using harsh cleaning products.
- Range Hood: Dust and clean any grease off top and inside.
- Sinks: Remove all hard water deposits, polish and shine all sinks and chrome. Remove any cleaning residue.
- Cabinets & Counter tops: Clean all counter tops, cabinets, shelves and drawers, inside and out. Make sure all cleaning residue is removed. Remove all personal items.

THE GREEN Move Out FAQs

► **Did I pay a security deposit, and will it be refunded?**

No, new students paid a reservation fee with their application that was applied to the first quarter housing dues.

Please note that reservation fees are not security deposits, which tenants generally pay as part of a private lease agreement.

▶ **Will I be charged an additional cleaning fee if my unit is not clean when I vacate?**

If students vacate their space without proper cleaning before exiting, please note an additional cleaning fee may be assessed. This is not connected to the reservation fee.

▶ **What can I do if something is broken/damaged now in my apartment?**

It is not too late to submit work orders for issues with your apartment. If you have noticed a leaky faucet, light bulb out, or anything else that needs attention, please submit a work order TODAY! This could potentially help you and The Green address concerns early on prior to move out. Submit work orders by logging into your resident portal at <https://greenatwestvillage.residentportal.com/>

▶ **Can I sublet my apartment?**

No, subletting is not allowed in the Green and is a violation of your contract.

▶ **Can I store my bike and/or car at my apartment complex over the summer?**

All cars and bikes must be removed from the property when you move out. Student Housing and your Apartment Complex are not responsible for any car towing fees and/or removed bicycles.

▶ **Parking fees follow up**

Confirm that your parking fees have been paid for the entirety of your contract prior to you moving out. Email Thegreen@tmo.com if you are not sure if you have an unpaid parking permit balance.

▶ **Can I Move Out before my contract ends?**

If you plan to move out prior to your contract end date, you are welcome to turn in keys ahead of time for your convenience, but no fee reversals or refunds will be applied as a result of moving out early. Keys can be returned according to the following process:

- Select a check-out appointment via your [myHousing Portal](#) to let us know your plans for vacating your space
- Secure all keys, access card (if you have one) in a sealed envelope labeled with your name and student ID number
- Students moving out during the weekend or after business hours should select Move out appointment by logging into [myHousing Portal](#), visit the Community Center lobby and drop off secured keys in the drop box. Students moving out during the weekday can drop off keys in-person at the Green office during business hours Monday through Friday 9am to 4pm.

▶ **Should I clean my carpet?**

You are expected to vacuum your carpet thoroughly; however, we do not want you to steam clean the carpet yourself. If the carpet is heavily soiled, there could be an additional cost from a preferred vendor. Attempting to clean a stain on your own can create carpet damage that you would be responsible for.

▶ **Can I stay after my contract ends?**

No, due to the tight turn over time frame for the Green units we are not able to extend any contracts for The Green. We need your help to make sure we are ready to welcome all new students to their space.

▶ **If my roommate moves out, am I responsible for the mess that they left in the common area?**

Everyone is responsible for shared common areas, regardless of how often you utilize these spaces. If the area is not clean, each resident will share part of the cleaning cost.

▶ **What happens to items left behind?**

If residents does not retrieve abandoned items; items will be disposed of. Each bag collected with abandoned items will incur a fee of \$25 per bag.

► **I'm moving out before my roommate (s) and I'm concerned they are going to make a mess that I will be responsible for. What should I do?**

Take pictures of your space after you have cleaned the unit, this includes the common space of the unit and your bedroom space and email them to thegreen@tmo.com.

Other questions can be referred to the Student Housing Office by email at studenthousing@ucdavis.edu.

Additional Move out resources

Thrift & Consignment Stores in & around Davis

Please check online for further details of what each organization will and will not accept as donations, and if you require an appointment to drop items off.

- **Aggie Reuse Store** (clothing, shoes, accessories) – on-campus thrift store, located at the Silo
- **Yolo SPCA** (clothing, shoes, accessories, furniture, homeware.....)– 920 3rd Street, Davis
- **Goodwill** (clothes, shoes, books, homeware.....) – 1640 E 8th Street, Davis
- **All Things Right & Relevant** (Consignment) and **R&R Thrift** – 2801 Spafford Street, Davis
- **Boheme** – (a used clothing store where you can sell/trade clothing) – 409 3rd Street, Davis
- **Aggie Compass Basic Needs Center** - Food and personal hygiene items can be offered here
- **Davis Community Meals Wish List** - Food and personal hygiene items can be offered here
- **Yolo County Central Landfill Thrift Store** - Accepts a wide range of items for resale through their on-site Thrift Store
- **Freedges** - Free Fridges on campus. Use/Need will decrease during Summer Session