



Dear Resident (s):

Thank you for living with us this year. We hope that you have enjoyed your stay on-campus. We have reached the move-out period for spring and want to pass along some helpful information to make the process smooth for everyone involved. Please read and review the following information:

1. All residents living on the Kennesaw or Marietta campuses who will not be living in their same room for spring semester must vacate by **4:00 PM** on **December 18, 2015**
2. To properly vacate you must remove all personal belongings from your bedroom, fully clean your space and return your keys to your Housing Office (access key, bedroom key, and mail key). **There is a \$75 key charge for keys that aren't returned by the checkout deadline.**
3. Any residents vacating prior to December 18, 2015 have the opportunity to have an inspection done on your unit while you are present. Please notify your community office 48 hours prior to your desired move out date. We will not be able to do an inspection directly with you after December 18, 2015.
4. All rent and account fees must be paid before you vacate the apartment. You can pay all charges on the Housing Portal or the University Business Office (ARC II & Marietta campus residents only). All fees such as lockouts, key charges, late fees, etc. should be paid with when you vacate the apartment.
5. All related common areas will be inspected even if only one person is leaving. Residents will be responsible for a percentage of the cleaning and damage fees assessed in common areas.
6. We are **NOT** responsible for any personal items left in the apartment. We charge \$25 per bag of personal items left behind. Large dumpsters are provided for bulk item disposal. Any personal furniture left in the apartment will be removed at a minimum charge of \$25.00 not to exceed \$100.00 per piece
7. When you moved in you were given a move-in condition form to record all damages to your apartment. You were to complete this form and return it to the housing office. Upon move-out, a move-out inspection will be done by our staff. After the inspection, the move-in and move-out forms will be compared. Any damages done to the apartment that are not on your move-in condition form will be charged to you. All charges are assessed on a labor and materials basis. Should you have any reason for disagreeing with the charges made from the inspections, please send a letter to the Housing Office to make an inquiry. This must be done within 30 days from receipt of move out.
8. **Cleaning:** If you renewed your contract and are staying in your same unit, you are still responsible for thoroughly cleaning all the common areas. Please make sure that you leave your apartment in a clean and orderly condition. The following list will give you an idea of what you should clean prior to checking out. This list is not an all-inclusive list:

- ❖ **REFRIGERATOR**- The refrigerator and freezer should be cleared of **ALL** food and debris. Please clean the floor under the refrigerator and both sides. Please clean the entire inside of the refrigerator with a household cleaner.
  - ❖ **MICROWAVE**- The microwave must be free of **ALL** food and debris. Please clean the inside and outside of the microwave with a household cleaner
  - ❖ **STOVE** – Make sure that the range top, interior and exterior of oven, drip pans, burners, and exhaust fan filter is cleaned of **ALL** grease and grime. The inside must be cleaned with a household oven cleaner
  - ❖ **BATHROOM** (please clean all of the following areas with a household cleaner)  
*SHOWER, TOILET, SINK, MIRROR & FLOOR*
  - ❖ **CARPET**- The carpet throughout the entire apartment must be vacuumed. You will be charged for any stains unless otherwise noted at the time of move in.
  - ❖ **KITCHEN FLOOR** – Tile floor should be swept clean. If necessary, surface area should be mopped to remove any stains and sticky solutions.
  - ❖ **FURNITURE** – All furniture should be dusted and wiped clean. All drawers and shelves should be wiped off as well. All cushions should be vacuumed.
  - ❖ **BLINDS & WINDOWS** – All blinds should be dust free and in good working condition. Lower blinds after cleaning and leave in the closed position.
  - ❖ **CEILING FANS** – Blades and light fixtures should be dust free. Gently wipe them down removing all dust.
9. For Kennesaw campus residents please make sure you fill out a change of address online with Postal Solutions; the cost will be \$21 to forward your mail. **You may fill out a change of address and pay online by visiting [www.postalforwarding.com](http://www.postalforwarding.com).**
10. If you have a car on campus, you will need to contact Card Services (470-578-3436) to change your parking permit/decal from an on-campus parking permit to an off-campus permit.

If you have any questions concerning these procedures, please feel free to call the Housing office at 470-578-5483 or email us at [housing@kennesaw.edu](mailto:housing@kennesaw.edu).

Sincerely,

Kennesaw State University Housing