

THE COURTYARDS

at University of Maryland

8000 Boteler Lane. College Park. MD. 20740
(p) 301.314-2466, (f) 301.314.8565

Successful Move- Out Guide

The following guidelines should be followed to insure a proper move-out:

- All personal belongings and trash must be removed
- Be sure there are no tacks, nails, shelves, etc. in the walls; repair damages larger than the tack holes
- Do not use toothpaste to repair holes in the walls!
- Wipe down all furniture with a soft cloth to remove all dust
- Vacuum carpet, inside closets and under all furniture
- Clean all mirrors
- Wipe down all sinks and bathroom areas; be sure there is no mold build up
- The tubs and showers must be cleaned and soap scum must be removed
- Clean all floors
- Dust all blinds, window sills and baseboards
- Empty all cabinets and wipe them out
- Empty and clean the refrigerator
- Wipe off the stove top, scrub the drip pans and clean the oven
- Clean the inside and outside of the microwave
- Put dishwasher detergent in the dishwasher and run it empty to clean it; empty the lint trap in the dryer and wipe off the washer surface
- Remove any signs or stickers from doors and windows
- Once your room is cleaned and your belongings are removed, please be sure to lock your bedroom door and windows
- Be sure to officially check out with The Courtyards staff either with the main office while it is open, after hours at the After Hours Desk or with the Community Assistant On-Duty
- Complete a Change of Address Form and Check-out Agreement
- Turn in your keys and parking pass

Normal wear and tear does not include:

- Dirty carpets
- Dirty counters
- Dirty appliances
- Dirty bathroom
- Dirty, torn, or broken furniture
- Dirty or stained kitchen tile
- Marks on walls or holes in the wall
- Missing furniture or contents
- Torn or stained mattress
- Torn or broken blind slats

If you know you have caused damage(s), you can pick up a listing of common damage charges at The Clubhouse to learn how much you may be billed. Also, if you have caused damage in the common area, send an e-mail to chris@umdcourtyards.com so staff knows to bill you instead of your roommates.