

GRADUATING? RE-LEASING? JUST MOVING OUT? SAME INSTRUCTIONS!

If you are a resident who plans on moving out of SCC in MAY, please use the following information to assist you in completing a successful check-out. If the procedures outlined below are not followed, you may be charged a \$100 improper check-out fee. Thank you in advance for following all check-out procedures. If you have any questions, please contact the SCC Management Office by calling (301) 314-2499 from 9:00 am – 5:00 pm. Have a great summer!

EXPRESS CHECK-OUT OPTION

SCC offers an express check-out option for your convenience. When you have all of your belongings out of your unit and it is clean, you'll be ready to check-out. Just stop by your 24-hour service desk, complete a check-out form and submit your keys. It's that easy and it can be done at any time, day or night. The CA will give you a copy of your check-out form confirming that you submitted your keys. If you have lost your keys, you will be charged \$220 for a lock change and replacement keys. Rent refund checks will be sent to the forwarding address you put on your check-out form. If you have a credit left on your account, you'll receive a check from Capstone within 6-8 weeks.



PERSONAL CHECK-OUT OPTION

You may wish to have the inspection done when you are present. Limited appointments, during normal business hours (9am – 5pm), are available for inspections. Stop by the Management Office in Building 1 or call (301) 314-2499 to make your appointment. *You must schedule your appointment at least two business days before you want to check-out and when your appointment time arrives you must be ready to permanently leave your room.* If you have not finished cleaning, or you have belongings which remain in your room, you will forfeit your appointment.

**REMEMBER THAT AFTER YOU MOVE OUT,
SOMEONE ELSE WILL BE MOVING IN!!
BE RESPECTFUL TO FUTURE RESIDENTS BY CLEANING
YOUR SPACE BEFORE YOU DEPART**

***Although you may be the only person moving out of your apartment, you are still responsible for cleaning the kitchen and bathroom that you shared ***

IMPORTANT INFORMATION!

Experience has taught us that the questions below are asked by many students, so we thought we'd give you the answers first!

Q: If I checkout in May, can I come back later in the summer?

A: If you move out without finding a re-lessor, and turn your keys in to the desk, you **cannot** go back and reclaim the keys at a later time. After you check out, we inspect the room and begin the process of preparing it for the next resident.

Q: Can I leave my shelves, mirrors, posters, suit pants, or other belongings for the incoming resident? They really want them!

A: You **cannot** leave items in your room for the incoming resident (even if you are re-leasing)! If you do so, we will remove the items and charge your account for removal of belongings. There are far too many residents for our staff to keep track of personal items.

Q: If I live in the same room next year, and move out for the summer, will you paint my room?

A: If you are staying in the same apartment next year and move out for the summer, we will not clean, paint, or enter your room. If anything is broken or in need of repair, please be sure to file a work order with the maintenance department by logging onto the Resident Portal.

Q: Can I just transfer to my new room on the same day that I move out of my old room?

A: To do this, you would need to apply to transfer directly into your new space. Please be aware that the **Direct Transfer Application Deadline is May 25, 2011 @ 5:00pm**. This option is only available for a limited number of students who have special circumstances. If you are transferring to a new unit, and have not been approved as a direct transfer, you must be prepared to vacate your space by 12:00 noon on Sunday, July 31, 2011 and store your belongings elsewhere until your new lease begins on Sunday, August 21, 2011.

Keep up to date on important information about move-in dates, move out topics, understanding your lease, and much more by visiting our website: www.southcampuscommons.com.

SUCCESSFUL MOVE OUT CHECKLIST

Please utilize the following guidelines to ensure a proper move out:

- All personal belongings must be removed
- No tacks, nails, shelves, etc. in the walls; repair damages larger than tack holes (Do not use toothpaste to repair holes in 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 mildew build up
- The tubs and showers must be cleaned and soap scum must be removed
- Bathroom sinks and toilets must be cleaned
- Clean all tile floors
- Dust all blinds, window sills and baseboards
- Empty all cabinets and wipe them out
- 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
- You must officially check out with the South Campus Commons staff either by appointment with the Management Office or by Express Check Out at the Service Desk
- Turn in your keys
- Leave a forwarding address so you can be reached if you deserve a rent refund or owe any fees

Normal wear and tear **does not** include:

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

If you are not sure about whether something is normal wear and tear, ask your RA to look at it. He/She can give you good advice about whether something needs additional cleaning. If you know you have caused damage(s), you can pick up a listing of common damage charges at your service desk to learn how much you may be billed. Also, if you have caused damage in the common area, send an email to dewilliams@capstone-dev.com to inform our staff so that we know to bill you instead of your roommates.

THE MANAGEMENT STAFF OF SCC PROUDLY PRESENT

Everything You Need to Know About Moving Out of the South Campus Commons in May!

IF IT'S NOT COVERED IN HERE, CALL THE MANAGEMENT OFFICE
@ 301.314.2499



**RE-LEASING?
GRADUATING?
LEAVING FOR THE SUMMER?**

READ THIS PAMPHLET SO THAT YOU
KNOW HOW/WHERE TO CHECK-OUT, WHAT
TO CLEAN, AND WHAT TO EXPECT FROM
INSPECTIONS