



MOVING OUT

(VACATING PERMANENTLY – CHANGING APTS – SUMMER)

INFORMATION

GROHMANN TOWER APARTMENTS

Dear Resident: We want you to have a successful move-out experience and feel the **attached Helpful Move-Out Checklist** will assist you in preparing your apartment for the next occupant. You will follow this process whether or not you are vacating permanently, or for the summer, or changing apartments.

Remember the best way to determine how the apartment should look upon move-out is to know that the next occupant should be able to move-in immediately. So it has to be that clean.

- **Cleanliness:** We pride ourselves in having made sure your apartment was clean and in great condition upon your move-in and want to extend that same courtesy to the next occupant. It should be in the same condition it was when you moved in.
- **Charges:** We have found that the majority of charges stem from not cleaning the appliances (stove/refrigerator), bathroom (tub/toilet), kitchen floor, cabinets (tops/inside), and baseboards. So be sure to focus on those so that your security deposit is not penalized.
- **Transferring Apartments or Roommate Remaining:** You must clean your apartment, even if transferring your apartment to a new resident or your roommate(s) is remaining. Even if they say they will clean it, you have a basic responsibility to still do a basic cleaning. Do your part to make sure that they are not cleaning it all. Talk with each other so no problems develop.
- **Check-out:** Due to COVID, we will do an initial assessment after the resident has moved out and then will follow that up with a more detailed one (if need be). You could face additional charges if issues are found after the staff begins to prep the apt for a new occupant.

1) KEYS (A): If you are the last person in your apartment, you may leave the keys in one of the kitchen drawers and send me an email indicating you have vacated. We will NOT be inspecting the apartments until a few days after the last departure for the safety of the staff. **(you do not need to sign your inspection form)**

2) KEYS (B): If you are vacating but your roommate is remaining, then you would drop off your keys to the office when you are departing. **(you do not need to sign your inspection form)**

3) SECURITY DEPOSIT: If you are departing from the Tower permanently, then we want to make sure we have your security deposit return on file...you can complete it and email it to me. **(complete the Security Deposit – Notice to Vacate form if you are permanently leaving the Tower)**

4) CLEANING: Please remember that you must clean your apartment (or your side of the apartment) so that it is **ready for a new occupant immediately**. **(please follow the attached helpful cleaning checklist)**

If you have any questions, let me know. **THANK YOU for having RESIDED WITH US at the GROHMANN TOWER...we wish much success in your future.**

rbg

Richard B. Gagliano
Building Manager
Grohmann Tower Apartments – MSOE
(414) 277-7228 – office

2-9-21

APT # _____

MSOE GROHMAN TOWER APARTMENTS

HELPFUL **MOVE-OUT** CHECKLIST

Please follow this list to assist you in having a smooth and successful move-out experience.

(Clean all these areas)**KITCHEN AREA****CABINETS:**

Cabinet Drawers/Handles:	___ Emptied	___ Cleaned/Wiped Out
Upper Cabinets (doors):		___ Cleaned/Wiped Down
Upper Cabinets (inside):	___ Emptied	___ Cleaned/Wiped Out
Upper Cabinets (top of):	___ Emptied	___ Cleaned/Wiped Down
Lower Cabinets (doors):		___ Cleaned/Wiped Down
Lower Cabinets (inside):	___ Emptied	___ Cleaned/Wiped Out

STOVE/OVEN:

Top of/Sides/Front of Stove:		___ Cleaned/Wiped Down
Underneath Top/Drip Pan (lift out pans):		___ Cleaned/Wiped Down
Inside Oven (including racks):	___ Emptied	___ Cleaned/Wiped Out
Behind Stove:		___ Cleaned/Mopped

REFRIGERATOR:

Top of/Sides/Front of Refrigerator:		___ Cleaned/Wiped Down
Underneath Storage Bin (bottom):		___ Cleaned/Wiped Down
Inside (including racks/shelves):	___ Emptied	___ Cleaned/Wiped Out
Behind the Refrigerator:		___ Cleaned/Mopped

MICROWAVE:

Inside of Microwave:	___ Shelf Present	___ Cleaned/Wiped Down
Front/Underneath Microwave (vent):		___ Cleaned/Wiped Down

(Clean all these areas)**GENERAL APARTMENT AND LIVING AREAS**

Heat/AC (inside & cover):		___ Vacuumed/Wiped Down
Baseboards:		___ Cleaned/Wiped Clean
Windows (ledges/glass):	___ No Cracks	___ Cleaned/Wiped Down
Curtain(s)/Sheers:	___ Hanging Properly	___ No Tears or Stains
Closet(s) (check doors)	___ Emptied	___ Swept/Wiped Down
Floor(s):	___ Swept	___ Mopped
Doors (all areas):	___ Damaged	___ Cleaned/Wiped Down
Walls (all areas):	___ Patching Needed	___ Painting Needed

(Clean all these areas)**BATHROOM**

Tub/Shower Walls:	___ Cleaned	___ Scrubbed/Wiped Down
Sink/Drawers (base/inside):	___ Emptied	___ Cleaned/Wiped Down
Cabinet/Counter/Top of Light	___ Emptied	___ Cleaned/Wiped Down
Floor/Toilet (inside/edges/base):		___ Cleaned/Mopped
Shower Curtain (do not throw down chute):	___ Removed	___ Hooks Remain

(Clean all these areas)**FURNITURE**

Bed & Mattress (check both sides):	___ No Stains	___ Cleaned/Wiped Down
Dresser (inside, sides, back):	___ Emptied	___ Cleaned/Wiped Down
Night Stand (inside, sides, back):	___ Emptied	___ Cleaned/Wiped Down
Desk (inside, sides, back, legs):	___ Emptied	___ Cleaned/Wiped Down
Table (top, sides, legs):		___ Cleaned/Wiped Down
Chairs (base, seat, back):	___ No Tears	___ Cleaned/Wiped Down

(Clean all these areas)**MISC.**

Washer/Dryer (if applicable)	___ Emptied/Wiped Down
Dishwasher (if applicable):	___ Emptied/Wiped Clean

(Resident Name)_____
(Apt #)_____
(Date Completed)