

Vacate Checklist

(Move out guide at a glance)

- Received Maintenance Review date letter via email
- Notify ward rep of vacate date
- Finalize all necessary laundry duties-(if applicable)
- Follow cleaning guidelines to maximize security deposit refund
- Forward new mailing address with US Postal Service: www.usps.com
- Return ALL Comcast equipment directly to Comcast
- Reference security deposit check list for refund return process
- Properly dispose of garbage, recyclables and unwanted items
- Complete requested Exit Survey

Helpful cleaning tools:

Tile and Shower: Soft Scrub

Mold Removal: Tilex

Floors/Walls/Appliances/Grease/Grime: 409 Cleaner, Mr. Clean/Eraser, Dawn Dish Soap

Oven Cleaner: Easy Off (for oven use only)

**alternative eco-friendly products are also a viable option*

Please do not use metal scaring pads, they scratch and damage surfaces

Security Deposit Return Checklist:

Management will return the Security deposit if:

1. The proper Intent to Vacate Form two-month (60 day) notice to vacate has been received by CTC management on any working day of the month. No notice to vacate will be accepted for any shorter period of time.
2. Residents and Resident's dependents and/or guests did not damage the apartment beyond normal wear and tear.
3. The entire apartment, including all kitchen appliances, closets, cabinets, light fixtures, bathroom fixtures and tile is clean.
4. All wallpaper and contact paper have been completely removed.
5. All debris, rubbish, and trash have been placed in proper disposal containers, and Resident's personal property has been completely removed from apartment.
6. All are returned:
 - a. apartment key(s)
 - b. laundry room key(s)
 - c. mailbox key(s)
 - d. laundry room money card
 - e. visitor parking pass
 - f. parking tag (s)
7. Resident has paid all rent, late charges and other debts owed.
8. Resident has left a forwarding address with CTC management and/ or a deposit slip of current bank account for direct deposit.

- To maximize your Security Deposit return be sure and review the [resident handbook](#) for more information about **cleaning, garbage**, and additional **move out information**.

Comcast Equipment

If you have any Comcast equipment in your apartment – an internet modem/ router, it is your personal responsibility to return the equipment to Comcast. If you do not return, you will be charged a handling fee that will be deducted from your deposit. You can return it to a site location, 2 are listed below or request a return box online or phone to mail in the equipment. For more information please visit www.comcast.com.

2480 Fairview Ave Ste 125
Roseville, MN 55113
(651) 222-3333

2050 Ford Parkway
St. Paul, MN 55116
(651) 222-3333

Proper Disposal of Garbage

Trash Dumpsters:

Place all garbage inside dumpster and close lid. If the dumpster is full, walk your garbage to the next empty dumpster. Do not wait until the last day to dispose of your garbage. Compress your garbage/boxes to minimize volume. **If you are caught disposing garbage outside of the dumpster a fee will be applied to your account. This includes large items such as sofas or chairs.**

*Please do not leave items that you feel have value, or that other people may want next to the dumpsters. This only increases the workload for CTC maintenance and is subjected to fines.

Recycling containers:

Place items ONLY that can be recycled in recycling containers. Flatten all boxes so the dumpster does not get too full too fast.

- **All residents are encouraged to recycle what is allowed.**
- Please remove all garbage and personal items from your apartment, storage shed, or yard space.
- If you have electronics or appliances please try to donate or sell what items you can before disposing of them (i.e. Goodwill or give to a friend). Maintenance is able to dispose of unwanted electronics for a \$25 recycling fee. Simply submit a recycling disposal work order request with the front desk. **DO NOT** throw electronics in the dumpster.
- **If you have any questions about proper disposal of your garbage, please contact the CTC Office at 651-646-7526 ext. 106**

Donation Options

Rather than throwing your items into the dumpsters, you are encouraged to plan ahead and give them to a charitable organization. Many charities find families who can use your furniture, small appliances, household items and clothing. Each organization specifies which items are acceptable and which are not.

You may also advertise your items for sale or give away on the classifieds of the CTC website. To do so, please email your ad to housing@umnctc.org.

- **Salvation Army** Call about a week in advance to schedule a pick-up. (612) 332-5855
- **St. Vincent DePaul** Call in advance to schedule your pick-up. (612) 558-3820
- **Epilepsy Foundation** To schedule a pick up go to: www.donationtown.org

Epilepsy Foundation

Drop off your small items and clothing at an Epilepsy Foundation collection bin at one of the following convenient locations.

- **Falcon Heights Town Square** 1550 Larpenteur Ave W St Paul, MN 55113
- **Rosedale East Office Building** 1751 County Rd B Roseville, MN 55113
- **Como Northtown Credit Union** 976 Lexington Pkwy N St Paul, MN 55103

Goodwill: www.goodwilleasterseals.org

- Roseville 1627 W County Rd. B Roseville, MN 55113 651-634-3609
- St. Paul 1825 University Ave W. St. Paul, MN 55104 651-645-5048
- St. Paul 553 Fairview Ave N St. Paul, MN 55104 651-379-5808

Best Buy Recycle: www.bestbuy.com

Kitchen:

Walls/ light fixture covers/switch plates/outlet covers	\$30
Floors/Baseboards	\$25
Heat vents	\$12
Door/frame	\$7
Windows (all glass and frames per window opening)	\$7
Window Shades/Blinds	\$14
Light Covers	\$7
Kitchen sink(and strainers)	\$12
Kitchen Cabinets and drawers	\$75
Kitchen countertop	\$7
Stove/Oven/Burners (under stove top)	\$75
Hood vent (if applicable)	\$25
Refrigerator (including gasket)	\$25

Living room/Dining room:

Walls/ light fixture covers/switch plates/outlet covers	\$30
Floors/Baseboards	\$20
Heat vents	\$12
Door/frame	\$7
Windows (all glass and frames per window opening)	\$7
Window Shades/Blinds	\$14

Bathroom:

Walls/ light fixture covers/switch plates/outlet covers	\$30
Floors	\$25
Heat vents	\$12
Door/frame	\$7
Windows (all glass and frames per window opening)	\$7
Window Shades/Blinds (if applicable)	\$14
Light Covers	\$7
Bathtub (including wall tiles/tub walls)	\$25
Toilet (including seat and exterior)	\$12
Sink (including faucet/handles/under)	\$12
Bath fan	\$7
Medicine Cabinet/Mirror	\$7

Bedrooms (per room):

Walls/ light fixture covers/switch plates/outlet covers	\$30
Floors/Baseboards	\$25
Heat vents	\$12
Door/frame	\$7
Windows (all glass and frames per window opening)	\$7
Window Shades/Blinds	\$14
Light Covers	\$7
Closet Tracks	\$7

Replacement Charges:

Blinds(individual windows)*	\$14
Blinds (vertical- Phase IV Living room)	\$2/slat
Puff lens light covers (Phase IV units)	\$50
14" round drum lens light covers	\$20
2 BD Split Kitchen Screen**	\$14
2 BD Split Bathroom Screen**	\$10
2 BD Split all other screens**	\$16
1 BD screens**	\$12
Phase IV Living Room Screen**	\$12
Phase IV all other screens **	\$16
Apartment key	\$10
One bedroom building key	\$10
Mailbox key (replacement)	\$40
Laundry money card	\$5
Parking Permit Tags (registered vehicles)	\$100
Laundry room key	\$10

Misc:

Removal of Items (per large item)	\$40
AC Sleeve Cover (Phase IV units)	\$50
General Cleaning per hour	\$30

Use as Cleaning Check List

Cleaning Charges will be applied if not completed

Depreciation is considered on replacements.

Damage to appliances, fixtures, walls, cabinetry, and doors will be deducted as necessary.

If using a cleaning company, provide this list so that all items are completely clean. Check over their work before paying. Cleaning companies often miss the window tracks and blinds. Be sure to check the work of your cleaning company.

* Blind **CHARGES** apply if any horizontal slats have been damaged. **DO NOT** replace blinds with **STORE BOUGHT** blinds. Replacement fees will be applied.

Any window screens (damaged or not) must remain in the apartment or storage bin. If you cannot reinstall them, please leave them in the apartment. **DO NOT throw any screens or frames away.

Exit Survey

Please take a few minutes to answer a short survey:

1. What is your reason for leaving CTC?

2. What did you like best about living at CTC?

3. What could have made your time at CTC even better?

Thank you for taking the time to take this survey.