

# U-Heights Apartments

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University Heights Apartments

www.uheights.net  
250 Colonnade Drive  
Charlottesville, Virginia 22903  
434- 220-6999 (O)  
434- 220-6998 (F)

Thank you very much for choosing U Heights for your housing needs. We are sorry to see you leave and hope you have enjoyed your time with us. To make your move go smoothly we have tried to answer any questions you may have about the move out procedure.

## **Please remember your lease will be ending at NOON on your lease end date.**

Please make sure that you have all of your personal belongings, trash and other items removed from the apartment by noon on the day your lease ends. All keys should be turned into the leasing office by noon on your lease end date.

When you return your keys to the leasing office, we will ask you to fill out a Key Return Form. It is very important that you fill out this form so that we will have a forwarding address to mail your security deposit check back to you. **We cannot make the check out to just one person, it will always be made out to everyone that was on the lease.** When there are more than one names on the lease, **we will mail the check to the first forwarding address we receive.**

When your lease ends, we will do a move out inspection to determine what work will be billed as a deduction to your security deposit. This report will be compared to the move in report you were given when your lease began. We will compare the move out inspection with the move in report you filled out when you moved in. Money will be deducted from your security deposit for cleaning, steam cleaning the carpet, and any damages.

Deductions for repairs will be made for the following items existing at the time of move out (compared to your move in report).

### **These damages include, but are not limited to:**

- ✓ Holes in the walls **in excess of normal wear and tear**, including, but not limited to damage resulting from adhesives, nail holes, masking tape, hooks etc. (please do not spackle holes)
- ✓ Missing or damaged screens
- ✓ Damage to doors and windows
- ✓ Carpet Stains, rips, and tears
- ✓ Damage to carpet from pet waste. Pet waste can sometimes be permanent even with a vigorous carpet cleaning attempt.

To avoid deductions from your security deposit for cleaning, please clean your apartment as thoroughly as possible by following these cleaning guidelines.

### **General Cleaning**

- ✓ All surfaces including baseboards, molding, doors, etc cleaned of all dust, dirt and finger prints
- ✓ All closet shelves, doors, floors, cleaned and hangers removed
- ✓ All balconies and patios swept clean of leaves and dirt
- ✓ All light fixtures cleaned of dust, bugs and cobwebs
- ✓ All blinds cleaned of dust and dirt
- ✓ All vinyl floors swept clean of dirt, and thoroughly mopped, including edges and corners
- ✓ All carpets thoroughly cleaned free of stains, dirt, hair, trash and other debris. We recommend you hire a professional or allow us to complete this work and bill it to your deposit.

### **Kitchen**

- ✓ All cabinet doors, shelves and drawers cleaned of crumbs, food, finger prints and grease.
- ✓ Refrigerator and freezer cleaned completely. All shelves, drawers, racks, exterior and top of the fridge should be free of crumbs, spills, dust, etc.
- ✓ Stove, broiler, oven and range hood cleaned of all grease, food and dirt.
- ✓ Dishwasher cleaned inside and out.
- ✓ All counter tops and appliance surfaces cleaned of dust and food, especially edges.
- ✓ Sink cleaned of any residue, stains and water spots. All chrome faucets should be cleaned to shine.

### **Bathroom**

- ✓ Sinks, drains and faucets cleaned of soap residue and stains. Soap dish and holder thoroughly cleaned of any soap and or toothpaste residue.
- ✓ Toilet, base and tank cleaned
- ✓ Medicine cabinet, shelves, drawers and vanity cleaned. Mirrors cleaned of smudges and drips.
- ✓ Tub and shower cleaned of any soap residue and mildew.

Within 45 days from your lease end date, we will mail the deposit return, itemizing specific deduction amounts. We will be happy to answer any questions you have regarding this report and the amount refunded.

If you have any additional questions regarding move out procedures please feel free to contact the leasing office.

*U Heights Management*