TO: All Granada Residents
FROM: Office of Housing Administration
DATE: May 1, 2015

"HOW TO CHECK OUT OF YOUR APARTMENT"

Now is the time for you to begin thinking about CHECKING OUT of your apartment. This can be a very simple and inexpensive process if you plan ahead. Your contract indicates that you are to move out by 8:00 p.m. the day of your last final or 10:00 a.m. Friday, May 15, 2015, whichever comes first. The only exception is for graduating seniors. Graduating seniors must contact their Hall Coordinator with proof of graduation status to arrange their checkout date.

To CHECK OUT you will need to make an appointment with your CA (Community Assistant) or choose the Express Checkout option. (If you fail to do this or drop your keys in the Express Checkout box, you will have last priority to check out and will be charged $25.00 for improper checkout.)

HOW TO MAKE IT A SIMPLE PROCESS

BEFORE THE FIRST PERSON CHECKS OUT, everyone living in that apartment will need to get their assignment sheet from their CA at their closedown meeting and then do the following:

1. TAKE DOWN all the posters, pictures, and any other items hanging on the walls.
2. CLEAN the entire APARTMENT: This includes the following items:
   a. Windows.
   b. Window sills (wiped off).
   c. Furniture tops (wiped off).
3. Floors SWEPT and MOPPED, carpets VACUUMED.
4. Shelves emptied and cleaned of your belongings.
5. Closet, drawers (cleaned out and dusted).
6. Refrigerator and freezer (defrosted and cleaned inside and out), DON’T FORGET THE TOP.
7. Oven and stove cleaned (this includes the metal stove liners, broiler pan, and microwave oven).
8. Sink and counter tops cleaned.
9. Empty all trash into the dumpsters, sweep balcony.
10. Remove all stickers from furniture, walls, doors and windows.
11. CLEAN the ENTIRE BATHROOM. This includes:
    a. TUB, SINKS, TOILET, WALLS, MIRRORS and FLOORS. The mold in the tubs MUST be removed. (X-14 is an excellent mold remover that works very well, DO NOT USE IT ON ANYTHING OTHER THAN TUB MOLD AS IT DESTROYS METAL.)
    b. The shower curtain should be scrubbed and washed. (You may use washing machine but do not put in dryer.)

IF YOU PLAN TO CHECK OUT WITH YOUR CA, before YOUR CHECK OUT appointment, you will need to do the following:

1. PACK UP all your belongings and have them out of the apartment.
2. Have all furniture properly assembled and arranged in the proper manner (follow the apartment plan on the next page as closely as possible). **If your furniture was bunked make sure that it has been returned to its original bunked position.**

WHAT NOT TO DO
You will NOT BE CHECKED OUT and you will have to make another appointment (at your CA's convenience) if your belongings are not out of the room and apartment, you have not completed cleaning your apartment, or if you have not filled out the proper paperwork. If you choose to not make another appt., you will be charged an improper checkout fee, $25.00. There will be a hold-over fee assessed every hour you are vacating your space after 10:00 a.m. on Friday, May 15th so it is important to completely check-out and move out before then.

HOW TO KNOW WHEN YOU ARE DONE
After checking your apartment, the CA will take your keys (you must have correct keys), from you. You will sign the Intent to Vacate form (you will receive a copy) that indicates your damage charges, if any. You will be billed for damage charges, if any, on a Student Statement in the WebPortal from University Cashiers. Additional charges may be assessed if damages are found during final inspection by the CA and RHC after all residents have left. This will take 3-6 weeks. That completes the process. HAVE A GREAT SUMMER!!!!

OTHER IMPORTANT THINGS TO REMEMBER

If you have a vertical bike locker be sure to remove your lock.

DON'T FORGET to cancel newspaper subscriptions, notify magazines of your new address and update your address in your SDSU WebPortal. Only first class mail is forwarded.

**Give It Up!** As you are cleaning out your room, if you have anything to donate, please put it in the DAV donation collection bins outside of your building. There are also bins from the San Diego Food Bank if you have any non-perishable food items to donate... every donation helps! Thank you!
**FURNITURE LIST FOR GRANADA**

Please be sure the following furniture that was included in your apartment is left in your apartment when you move out and in the same position it was when you moved in. Thank you!

<table>
<thead>
<tr>
<th>Single bedroom:</th>
<th>Double bedroom:</th>
<th>Living room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• one full bed</td>
<td>• two twin beds</td>
<td>• one large couch</td>
</tr>
<tr>
<td>• one desk</td>
<td>• two desks</td>
<td>• one small couch</td>
</tr>
<tr>
<td>• one chair</td>
<td>• two chairs</td>
<td>• one coffee table</td>
</tr>
<tr>
<td>• one 2-drawer dresser</td>
<td>• two 2-drawer dressers</td>
<td>• one end table</td>
</tr>
<tr>
<td>• one nightstand</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>