

"HOW TO CHECK OUT OF YOUR APARTMENT"

Now is the time for you to begin thinking about the end of your lease at Granada and CHECKING OUT of your apartment. This can be a very simple process, if you plan ahead. Your Granada Addendum states that you are to move out by 4:00 p.m. on Friday, August 4, 2017.

TO CHECK OUT

You will need to make an appointment with your CA or choose the express checkout option.

Obtain a cleaning and damage responsibility form from the Front Desk or the housing website and discuss and sign with your roommates. Return the form to your CA prior to the first person checking out.

Remove all of your personal items and thoroughly clean your space and be ready at your appointment time.

Your CA will collect your keys and garage remotes and perform an initial inspection of your space.

A second inspection will be completed by the RHC after the building has closed. Appropriate damage or missing item charges (if any) will be determined at this time.

Residents who are not able to check out with their CA should discuss the express checkout option with their CA and obtain an express checkout envelope from them or from the front desk.

HOW TO MAKE IT A SIMPLE PROCESS

Before the first person checks out of your apartment have the following completed:

1. Clean the entire apartment. Some cleaning supplies are available at your hall desk. Be sure not to miss:
 - windows
 - window sills
 - sinks
 - under bed (sweep)
 - bathrooms
 - walls
 - shelves (dusted)
 - closets
 - floor (sweep/mop)
 - drawers (dusted)
 - furniture tops (dusted)
 - tables/desks
 - empty trash
 - stove/oven
 - microwave
 - refrigerator/freezer (cleaned, defrosted plugged-in)
2. Clean the bathrooms. This includes, but is not limited to:
 - sink/counter
 - shower/tub
 - toilets
 - walls
 - floor
 - mirrors
 - shower curtain (may wash in machine, do NOT use dryer)
3. Clean balconies and hallways.
4. Make sure that all furniture is accounted for.
5. Remove all stickers from furniture, walls, doors, and windows.

Before you check out of your apartment:

1. Pack up all of your belongings and have them OUT OF THE APARTMENT.

WHAT NOT TO DO

You will NOT BE CHECKED OUT and will be charged for an improper checkout if:

1. YOUR BELONGINGS ARE NOT OUT OF THE APARTMENT;
2. YOU HAVE NOT COMPLETED CLEANING THE APARTMENT.

Note that a hold-over fee will be assessed for every hour you are occupying your space after 4:00 p.m. on Friday, August 4th so it is important to completely check out and move out before then.

SOME OTHER IMPORTANT THINGS TO REMEMBER

1. CARPETS/RUGS

- IF YOU BROUGHT A CARPET/RUG, YOU ARE RESPONSIBLE FOR REMOVING IT BEFORE YOU WILL BE CHECKED OUT.
- Carpets/rugs should be placed in the dumpsters.

2. MAIL

- We will only forward first class mail.
- Update your address in your SDSU WebPortal.
- Cancel/forward newspaper and magazine subscriptions.

Granada Furniture List

The following is a list of furniture that was included in your apartment upon move-in. When you move out, please ensure all items are accounted for and are placed in the same position they were when you moved in. Thank You!

Single Bedroom:

- one full bed
- one desk
- one chair
- one, 2-drawer dresser
- one nightstand

Double Bedroom:

- two twin beds
- two desks
- two chairs
- two, 2-drawer dressers
- one ladder (if beds are bunked)
- one safety rail (if beds are bunked)

Living Room:

- one large couch
- one small couch
- one coffee table
- one end table