

# Collegiate Village Move Out 101

***Thank you for choosing to call CV home this year!***

As the time to say goodbye approaches, we want to make your move-out process as smooth as possible. Please take a moment to review the important information below, and don't hesitate to reach out if you have any questions.

 **IMPORTANT REMINDER: IF YOUR KEYS ARE NOT RETURNED USING THE PROCESS BELOW, YOU ARE NOT CONSIDERED MOVED OUT!**

## WHEN?

You are required to move out by 5:00 PM on your Lease End Date. If you are unsure of what date your lease ends, please reach out to [cvreslife@cvwny.com](mailto:cvreslife@cvwny.com) so we can provide you with that information.

### I am planning to move out early:

If you are planning to leave before your Lease End Date, please use an Express Move Out Envelope to turn in your apartment key(s), Mailbox Key and White Key Card. Complete the front of the Express Move Out Envelope, place your keys inside, seal and place in the Rent Drop Box located in the Entryway of the Lodge. The Express Move Out Envelopes are also located in the Entryway of the Lodge. If you choose to move out before your Lease End Date, you will still be financially responsible until your Lease End Date.

**OR**

### I am planning to move out on my Lease End Date:

If you are planning to move out on your Lease End Date, you must vacate your apartment and turn in your keys no later than 5pm that day. Please use an Express Move Out Envelope to turn in your Apartment Key(s), Mailbox Key and White Key Card. Complete the front of the Express Move Out Envelope, place your keys inside, seal and place in the Rent Drop Box located in the Entryway of the Lodge. The Express Move Out Envelopes are also located in the Entryway of the Lodge.



## LATE MOVE OUT:

Please note: If you have not fully moved out of your unit by 5:00 PM on your Lease End Date, a \$100.00 daily holdover fee will be applied to your Collegiate Village account. Additionally, be sure to remove all personal belongings, as trash removal fees will be charged for any items left behind.

## HOW TO PREPARE?

### RETURN:

- ☐ Apartment Key(s)
- ☐ Mailbox Key
- ☐ White Key Card

### COMPLETE:

- ☐ Update Mailing Address with All Delivery Providers
- ☐ Complete Front of Express Move Out Envelope
- ☐ Remove All Personal Items from Apartment
- ☐ Check Mailbox Prior to Turning in Keys
- ☐ Clean Apartment

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## What do I do if I am out of town for my Lease End Date?

If you will not be in town, you have the option of completing your move out process through the mail. You must mail your Apartment Key(s), Mailbox Key and White Key Card to the address below. Please also include your forwarding address. If you are missing an Apartment Key, Mailbox Key or White Key Card, there will be a charge for the replacement of these item(s). We must receive your keys by your Lease End Date; if your keys are not received by your Lease End Date, the unit will be rekeyed at your expense. Due to the volume of residents moving out, we highly recommend you elect a return receipt from the mailing service (FedEx, UPS, USPS, etc.) you choose to use to confirm arrival of your keys. **Reminder:** All other steps of the move out process must be completed if you will be out of town for your Lease End Date. This includes removal of personal belongings and cleaning of your apartment.

**Mailing Address:** Collegiate Village  
ATTN: Residence Life Office  
6 Affinity Lane  
Buffalo, NY 14215

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## HOW TO AVOID DAMAGE CHARGES?

After you've returned your Express Move Out Envelope, a Residence Life staff member will conduct a final inspection of your unit. Due to the high volume of move-outs, we're unable to schedule specific inspection times. Rest assured, your original Move-In Inspection Form will be reviewed and compared to our Move-Out Inspection Form to ensure you are not held responsible for any pre-existing damages. Any new or unreported damage will result in charges, which are based on the cost of labor and materials.



### COMMON DAMAGE CHARGES:

- ☐ Holes in the wall that are larger than a thumbtack
- ☐ Trash Removal (Make sure to check cabinets, closets and drawers)
- ☐ Vacuuming and Sweeping
- ☐ Bathroom Cleaning
- ☐ Common Area Cleaning (Microwave, Stovetop, Oven, Fridge, etc.)



### LEAVING ITEMS BEHIND:

All items left behind will be removed and a Damage Charge will be applied to your Collegiate Village Account. Each bag of trash will result in a \$50.00 charge. For furniture or larger items, the minimum charge will be \$50.00.

## Tips for a Smooth Move Out:

Be sure to remove all personal belongings from your apartment before moving out—including items on walls, inside drawers, cabinets and closets. Don't forget to check under furniture and appliances, as smaller items can easily slip out of sight! Take a final walk-through of each room and around the perimeter of your unit to make sure nothing gets left behind.

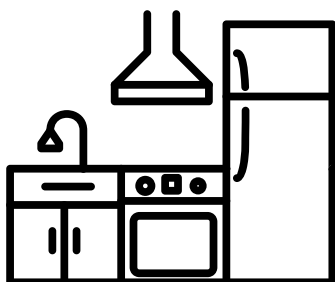


### Rule of Thumb:

**Your apartment should be in the condition it was upon moving in.**

## Cleaning Tips:

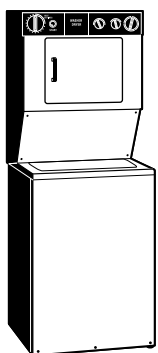
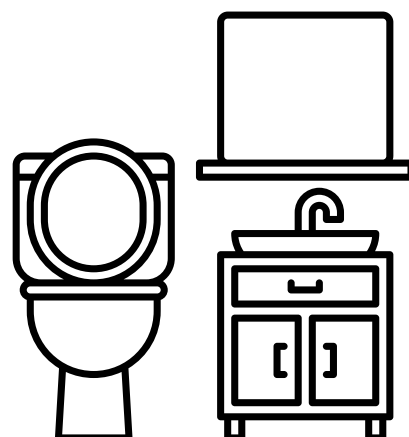
### KITCHEN:



- ☐ **REFRIGERATOR:** Remove all food and debris; clean the refrigerator and freezer, inside and out.
- ☐ **OVEN:** Clean stovetop and drip pans (fun fact: the top of the oven lifts to get debris underneath!), the oven door, broiler drawer and inside of the oven.
- ☐ **MICROWAVE:** Clean inside and outside of microwave.
- ☐ **DISHWASHER:** Clean inside and outside of dishwasher.
- ☐ **KITCHEN SINK:** Clean inside sink, faucet, knobs and stopper.
- ☐ **CABINETS & DRAWERS:** Remove all belongings and wipe down both the inside and outside of cabinets and drawers.
- ☐ **FLOORS:** Sweep and mop (or Swiffer!)

### BATHROOM:

- ☐ **SHOWER:** Clean tub inside and outside; clean shower and fixtures.
- ☐ **TOILET:** Clean toilet inside and outside.
- ☐ **BATHROOM SINK:** Clean inside sink, faucet, knobs and stopper.
- ☐ **MEDICINE CABINET:** Clean mirror with glass cleaner; remove all belongings and clean inside medicine cabinet.
- ☐ **CABINET:** Remove all belongings and wipe down both the inside and outside of cabinets and drawers.
- ☐ **FLOORS:** Sweep and mop (or Swiffer!)



### OTHER:

- ☐ **WASHER/DRYER:** Don't forget any clothing inside! Remove all lint from dryer and wipe down inside and outside of both the washer and dryer.
- ☐ **FURNITURE:** Dust and wipe down. Don't forget to remove any personal items from drawers and closets. A reminder to also check behind any furniture.
- ☐ **BLINDS/WINDOWS:** Dust and wipe down, using glass cleaner on windows.

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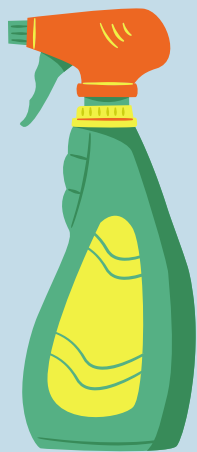
## **Moving Out of a Unit Where You Have Roommates?**

Be sure to remove all personal belongings from your apartment before moving out—including items on walls, inside drawers, cabinets and closets. Even if your roommate(s) is not moving out at the same time as you, the Common Areas must be cleaned. If there are any Damage Charges due to damage or cleanliness in the Common Areas, these charges will be divided by all roommates in the unit. We are unable to use the reasoning of “My roommate left the mess” to remove damage charges.

# CV Cleaning Cheat Sheet

## Areas That Can Be Cleaned with a Disinfectant Wipe (ex. Clorox Wipe), All-Purpose Cleaner or Soap & Water

- Inside & Outside Apartment Door
- Inside & Outside Fridge & Freezer
- Outlets and Light Switches (just the outsides! Not the insides!)
- Inside & Outside Microwave
- Inside & Outside Dishwasher Door
- Inside & Outside Washer & Dryer
- Stove & Oven Dials & Knobs
- Windowsills & Blinds
- Inside & Outside of Cabinets
- Inside & Outside of Drawers
- Kitchen Sink
- Furniture
- Countertops
- Bathroom Sink
- Inside Medicine Cabinet
- Towel Rack
- Toilet Paper Dispenser
- Stove Top
- Under Stove Top



## Helpful Tools To Have For Cleaning

- Paper Towels or Washable Cloths
- Disinfectant Wipes (ex. Clorox Wipes)
- Magic Eraser (This helps with scuffs and stains)
- Toilet Brush
- Glass Cleaner (ex. Windex)
- Broom and Dust Pan (Available to Borrow at the Front Desk)
- Swiffer Wet Jet (Available to Borrow at the Front Desk)
- Vacuum Cleaner (Available to Borrow at the Front Desk)

## Areas That Can Be Cleaned with Glass Cleaner (ex. Windex)

- Windows
- Mirrors

## Areas With Specific Cleaning Products/Instructions

- Stovetop & Oven
- Inside Dryer
- Toilet
- Bathtub/Shower



## Instructions for Cleaning Toilet Seat

- Use Toilet Cleaner and Follow Instructions on Product
- If you choose not to use a Toilet Cleaning Product:
  - Use an All-Purpose Cleaner or Soap and Water.
  - Scrub with paper towel or cloth.



## Instructions for Cleaning Toilet Bowl

- Use Toilet Cleaner and Follow Instructions on Product
- If you choose not to use a Toilet Cleaning Product:
  - Sprinkle 1 cup of baking soda into the toilet bowl.
  - Pour 1 cup of vinegar into the toilet bowl.
  - Put lid down and let sit for 30 minutes.
  - After 30 minutes, lift the lid and use toilet brush to scrub the bowl.
  - Once clean, flush the toilet.
  - For best results, do this weekly.



## Instructions for Cleaning Bathtub/Shower

- Use Bathtub/Shower Cleaner and Follow Instructions on Product
- If you choose not to use a Bathtub/Shower Cleaning Product:
  - Generously sprinkle baking soda throughout bathtub and let sit for 10 minutes.
  - After 10 minutes, use a damp cloth or sponge to scrub the tub. The damp sponge or cloth will create a paste with the baking soda to help lift up dirt. Focus heavily on corners and ledges, where there is typically more build up.
  - Rinse the bathtub using the shower and tub faucet.
  - Once rinsed, dry with a towel or cloth.



## Instructions for Cleaning Inside Dryer

- Build up of lint is a fire hazard
- Clean out the lint trap after EVERY USE
  - Remove lint screen.
  - Remove all lint with hands, paper towel or dry cloth and dispose of in the trash.
- To deep clean:
  - Remove lint screen
  - Remove all lint with hands, paper towel or dry cloth and dispose of in the trash.
  - Wash lint screen with warm water and allow to fully dry before placing back in dryer.
  - Use vacuum attachment to Use use a vacuum attachment to clean the slot the lint trap slides into.



## Instructions for Cleaning Microwave

- Microwave Door
  - Use mild dish soap and water or an All-Purpose Cleaner to clean the outside of the microwave door, handle and buttons.
- Inside Microwave
  - Combine 1 cup water and lemon, lime or orange slices (squeeze juice from the fruit slices into the water) in a microwave-safe bowl. Or, if you have white or apple cider vinegar on hand, combine a few tablespoons and 1 cup of water in a microwave-safe bowl.
  - Place the bowl in the microwave and turn it on high power for 3 minutes until the mixture boils and the window steams up.
  - Let it cool for five minutes before opening the door, then remove the bowl and wipe the inside clean with a sponge, paper towel or dish cloth to remove any residue, etc.





# CV Cleaning Cheat Sheet

## Instructions for Cleaning Oven Coils & Burners

- Remove Completely Cooled Burners
  - Once the burners have completely cooled, remove them from the cooktop. Most burners have two prongs that simply unplug from socket fittings on the stove, but on others, you may need to squeeze the prongs together or loosen mounting collars in order to pull the coils free. If you have questions about how to remove your heating coils, refer to your manufacturer's instructions for best practices. Take care when unplugging the coil, because bending the prongs may ruin it.
- Wipe Down With Dish Soap and Water
  - First, use a cleaning cloth and a mixture of mild dish soap and water to try to remove any food residue. Because the heater coils cook off most food that comes into contact with them, a mild wipe-down like this is often all that is needed. Don't submerge the coils or any electrical portion in water. Water can ruin the electrical connections that allow the coil to heat up.
- Remove Crusted Food
  - If mild dish soap and water wouldn't remove stuck or burnt-on food, try making a baking soda and water paste, and use it to gently scrub residue off of the electric heater coil. Really tough stains may benefit from allowing the baking soda paste to sit on the coil for up to 20 minutes, before scrubbing. Be sure to rinse off the baking soda paste thoroughly when you are finished.
- Clean the Drip Pans
  - If your cooktop has removable drip pans, this is the time to remove and clean those as well. Dump out any charred remnants of food. Wipe the drip pans down, dry them, and replace them on the cooktop before reinstalling the heater coils.
- Reinstall the Heater Coils
  - Carefully plug the prongs on the heater coils back into their socket connections on the stove. Take care not to bend the prongs or damage them in any way.
- Maintain the Burners
  - For regular maintenance of electric stove heater coils, just wipe down the coils at the same time you wipe down the top of the stove during routine kitchen cleaning.

## Instructions for Cleaning Stove Top

- Stove Top Surface
  - Clean this area with a All-Purpose Cleaner or Mild dish soap and water.
- Under Stove Top
  - After removing the coils and drip pans, you should be able to lift up the stove top using the sides.
  - You can clean this area using a Mild dish soap and water or All-Purpose Cleaner.

## Instructions for Cleaning Inside Oven

- Remove All Items Inside
  - Your oven will heat to temperatures you'd never use for cooking, so take everything out of it. Remove any pans and pull up any foil that you may have laid down on the oven's bottom to catch spills.
  - You should also remove the racks to prevent them from possibly warping or losing their finish.
- Prepare for Self Clean
  - Your oven will get super hot, so be sure to open windows and close the oven door.
  - Once the oven door is closed, press Self Clean.
- After Self Clean
  - The oven will automatically shut off when the self-cleaning cycle ends and it may take another hour or so for it to cool down enough to release its door lock.
  - Afterwards, clean up the leftover ash and wipe down the oven's interior with a damp sponge or cloth.
- Oven Racks
  - Soak the oven racks in hot water and a grease-fighting dish soap. It will help loosen the greasy residue and make them easier to clean.
  - Scrub them with a scouring pad or heavy duty sponge.
  - Once your racks are clean, slide them back into the oven.
- Don't Want to Use the Self Clean Option?
  - Make sure your oven is completely cool and off. Use an oven cleaner to clean the inside of the oven.

## Instructions for Cleaning Oven Door

- Outside Oven Door
  - Clean this area with a All-Purpose Cleaner or Oven Cleaner.

## Other Ways to Keep Your Apartment Fresh & Clean

- **Clean As You Go**
  - For example, if you are cooking, clean as you cook rather than leaving dishes or spills for later.
- **Keep Baking Soda in Your Fridge & Freezer**
  - Baking Soda helps to neutralize and eliminate smells that may show up in your Fridge and/or Freezer
- **Carpet Powder**
  - Use a Carpet Powder, like Arm & Hammer, to sprinkle on your rug before vacuuming
- **Trash Removal**
  - Take out your trash regularly
- **Freshen Your Trash Can**
  - Place a Trash Can Air Freshener or Small Spaces Air Freshener at the bottom of the Trash Can
- **Solid Air Fresheners**
  - These don't create a fire hazard and still give the same fresh scent of candles and/or plug ins.