

Check Out Information

Off-Campus Housing Residents—must vacate their apartment by the lease ending date at midnight. A 30-day written notice is required before vacating the apartment and terms of the lease have been fulfilled. Please turn in your change of address at your earliest convenience.

Express Check Out

“Express Check Out” is designed to allow you the flexibility of leaving your apartment whenever you need to leave St. Louis, but without the benefit of a formal inspection. An “Express Check Out” is as easy as returning your keys to the Quadrangle Housing office in an envelope, identified by your name, the date, your apartment address, and your forwarding address and telephone number. Your checkout will not be considered complete until your keys are received. Our office is located at 700 Rosedale and envelopes may be slipped through our mail slot after 5 p.m. Please note that by taking advantage of the “Express Check Out” procedure you are waiving your right to be present at the move-out inspection, and to contest any charges that may be billed.

Conventional Check Out

If you choose not to use the “Express Check Out” procedure, you and your roommate(s), together, will need to schedule a single inspection appointment with Quadrangle Housing. A staff member will meet you at the appointed day and time to go through a checklist of items in your apartment.

You must make an appointment for the checkout inspection at least 72-hours in advance by calling 314-935-9511 or email quadranglemaintenance@wustl.edu. All of your belongings must be packed or out of the apartment at the time of the inspection. A Quadrangle Housing staff member will check your apartment and collect your keys when the inspection is complete.

Inspections at Move-out

Your apartment will be inspected for damages and cleanliness. In furnished apartments, there will be charges for missing furniture.

- Remove all trash from apartments and fire escapes, **Do not overload the dumpsters!** (Please remember that you can put trash in any alley dumpster that is not too full or labeled for yard waste.)
- Walls damaged beyond normal wear and tear (i.e. holes in walls)
- Stickers on ceilings, walls, doors, etc.
- Painting on walls and/or woodwork
- Damaged storm windows/screens
- Your apartment must be cleaned thoroughly before you leave. Any charges in common spaces that are not claimed by a single person will be divided equally amongst all roommates.
- Remove all decorations, tape, staples, etc. from walls and doors.
- Refrigerators must be emptied and cleaned. **Leave the refrigerator turned on.**
- All trash must be removed from the apartment and placed in dumpsters.
- Stoves and ovens must be cleaned thoroughly of any dirt and grease buildup.
- Bathrooms must be detail cleaned. Special attention should be given to the tub and tub walls.
- Carpeted areas must be vacuumed and spot cleaned; and tile and linoleum floors mopped clean.
- Call utility company’s two weeks in advance of your actual departure date and set up an appointment to have them physically read your meter for your final billing. The appointment should be scheduled within a 3-5 day period of your actual departure. You will need to accommodate the utility companies ability to enter to read your meter for the final billing so keep this in mind when setting up a meter reading to have the service taken out of your name.
Ameren UE (electric service) 314-342-1000 www.ameren.com/residential/default.aspx
Laclede Gas 314-621-6960 www.lacledegas.com
- Residents must contact the U.S. Postal Service to forward their mail before move-out. It is not the Landlord’s responsibility to forward your mail. To complete a change of address form online, please visit: www.usps.com/umove.

Keys

Rent does not stop until all keys are turned in. Please stop by our office to pick up your move-out key envelope at your earliest convenience.

CHARGES ON ACCOUNT FOR MOVE-OUT

I. Cleaning

- A. Dirty 3 bedroom with carpet \$250.00
- B. Dirty 3 bedroom with hardwood \$200.00
- C. Dirty 2 bedroom with carpet \$200.00
- D. Dirty 2 bedroom with hardwood \$150.00
- E. Dirty 1 bedroom/studio/efficiency with carpet \$150.00
- F. Dirty 1 bedroom/studio/efficiency with hardwood \$100.00
- G. Dirty appliances \$20.00/each
- H. Dirty bedroom \$50.00 (program housing/carpet)

II. Damages

- A. Small dry wall holes (too big to spackle 2"x2") \$50.00
- B. Large dry wall holes (larger than 2"x2") \$100.00
- C. Plaster holes - \$_____ (wait for bill/estimate)
- D. Broken blinds - \$_____ (size)
- E. Removed doors \$25.00
- F. Hole in hollow-core door \$50.00
- G. Hole in solid core door \$_____ (wait for bill/estimate)
- H. Damage flooring \$_____ (wait for bill/estimate)
- I. Gum adhesive, tack/poster putty on walls \$25.00 per wall
- J. Candle wax on wood \$10.00/Candle wax on carpet \$20.00
- K. Walls painted other than original color need to re-paint
\$_____ (wait for bill/estimate)
.60¢ per square foot primer
.60¢ per square foot flat paint
.75¢ per square foot trim

III. Hauling

- A. Large (items that won't fit in a trash bag/furniture) \$50.00/per item-
\$100.00/per item
- B. Small (items that fit in a trash bag) \$25.00/per bag

IV. Missing keys \$50.00/per key

V. Furniture damage, repair and/or replacement will be current replacement or repair charges.

VI. Missing property belonging to Quadrangle Housing Company and or Washington University – cost of replacement.

VII. Cable/Internet units.

- A. **Charter internet modems/power cords remain** in the apartment. Missing modem box/power cords \$350.00.
- B. **Charter DTA cable boxes/power cords are to be returned** to the office prior to returning keys. Missing DTA box/power cord \$250.00