

**Montana State University**  
**Family & Graduate Housing Check-Out**  
**Information and Procedures**



Completed

- \_\_\_1. **GIVE** 30 days notice of intent to vacate at the Family & Graduate Housing Office, obtain a **RENT TERMINATION SLIP** prior to paying your last month's rent and make a Check-out appointment. Check-out appointments need to be made for weekdays between 9:00-11:30a.m. and 1:30-4:00p.m. To protect your interests as well as the University's, it is necessary for you to be present at your check-out and you must vacate your unit immediately afterward.
- \_\_\_2. **NOTIFY:** The Post Office, Northwestern Energy (1-888-467-2669), Publishers, Newspaper Carrier, and any other regular delivery service of your change of address. Changes of address forms are available at the Post Office. Check your mailbox and leave the mailbox key(s) on the counter for the next tenant upon move out.
- \_\_\_3. **EMPTY:** All kitchen cabinets, drawers, and dressers. Wipe them out with a mild detergent. **POLISH:** exterior doors and drawer fronts. Leave doors and drawers **OPEN** for inspection.
- \_\_\_4. **CLEAN:** the stove thoroughly - including top, drip pans, under the drip pans. Please do not use oven cleaner! **DO NOT** spray or pour liquid on or around oven and burner switches). **CLEAN** oven top, sides, bottom, door, and broiler pan with a strong detergent. Black spots can be removed from the oven with a single-edged razor blade. In most cases the oven doors are removable. Pull open to the first notch on hinges then lift upward. **RINSE** all cleaning residue from oven and broiler and wipe with a dry cloth. Clean range vent filter and inside hood, if there is one. **PULL OUT AND CLEAN** behind and under the kitchen range, **EXCEPT** in Nelson Story, Peter Koch and 101-111 Julia Martin Drive. In Branegan Court, do not pull out kitchen range where baseboard heaters interfere.
- \_\_\_5. **DEFROST & CLEAN:** thoroughly, the refrigerator, freezer and trays using a mild, sudsy detergent with a small amount of baking soda added to the water (be sure to clean within the folds of the door seals also). **DO NOT** use knives, ice picks, or any sharp implements to remove ice or frost. Unplug, pull out, and clean **BEHIND** and **UNDER** the refrigerator. Remove dust and lint from refrigerators that have coils on the back. **LEAVE** the refrigerator **PULLED OUT**.
- \_\_\_6. **CLEAN** all outstanding marks everywhere - including dirt and smudges - off walls, windows, windowsills, woodwork, mirrors, etc. All nails, hooks, and screws must be removed. fill holes left by hooks, screws, and nails with spackle. You may pick up spackle at the Family & Graduate Housing Office.
- \_\_\_7. **CLEAN** all bathroom fixtures including the bathtub, lavatory (all parts), shower liner, chrome, vent, floors and baseboards. Fiberglass shower enclosures should be cleaned with a non-abrasive or soft scrub type cleanser. **WIPE** all cleaning residue from fixtures and shower enclosure and polish chrome. Wash the inside of the medicine cabinet including tracks for the sliding doors (cotton swabs work well for cleaning tracks). Clean mirror with appropriate glass cleaner.
- \_\_\_8. **SWEEP & MOP** all floors and remove any black marks. Make certain that closet door tracks are clean (a soapy rag over a kitchen knife or a screwdriver is good for cleaning tracks).
- \_\_\_9. **VACUUM & SHAMPOO** all carpets using a professional quality, high-pressure Rinse & Vac machine or contact a professional carpet cleaner. Canned carpet treatment (i.e. Woolite) and domestic carpet cleaners are unacceptable (i.e. Bartle or Hoover). If you choose, Family & Graduate Housing will shampoo the carpets for a fee. Please be sure to provide our office with a receipt.
- \_\_\_10. **VACUUM:** furniture, mattresses, and box springs. Remove soil and/or stains with Rinse & Vac, or shampoo with upholstery cleaner and a bristle brush. **WASH** dinette table and chair. Clean miniblinds. Wash all light fixtures, shades, etc. All furniture should be in respective rooms. All light bulbs should be replaced.
- \_\_\_11. **REMOVE:** all refuse and discarded items to the nearest garbage collection point. Do not put items like lumber, tires, concrete blocks (uncrushable) in the dumpsters, but leave them **BEHIND THE DUMPSTER** in your neighborhood and Family & Graduate Housing employees will remove those items on your behalf.
- \_\_\_12. **LAWNS:** For all units with lawn care, the lawn is to be mowed at least two days prior to check-out.
- \_\_\_13. The Maintenance Supervisor will collect your keys at your **CHECK-OUT APPOINTMENT**. Be sure that the Maintenance Supervisor has your correct forwarding address so that your refund may be returned to you.
- \_\_\_14. Leave your cleaning supplies out and available for last minute touch-ups.

**\*TO ENSURE A FULL REFUND OF YOUR DEPOSIT GIVE YOURSELF ENOUGH TIME TO CLEAN YOUR APARTMENT THOROUGHLY!**

## CLEANING/REPLACEMENT ESTIMATED CHARGES

	FAIR	POOR	VERY POOR
LIVING ROOM	1 hour	3 hours	5 hours
CLOSETS	.5 hours	1 hour	2 hours
KITCHEN	2 hours	4 hours	6 hours
CABINETS			
REFRIGERATOR			
STOVE & OVEN	2 hours	4 hours	8 hours
DISHWASHER			
BEDROOMS	1 hour	2 hours	3 hours
BATHROOM	1 hour	2 hours	4 hours
STORAGE AREA			

**Hourly Charge for Cleaning:**  
\$15.00 per hour

**Carpet Cleaning:**  
\$40.00 per room (There may be additional charges for stains, excessive dirt and/or holes in the carpet.)

You can clean the carpets yourself, but we recommend a professional carpet cleaner to clean your carpets. Some options are:

Albertsons (587-8800)	Chem Dry of Gallatin County (582-7472)
Doctor Steam (587-4466)	Heaven's Best Carpet Cleaning (587-5860)
Home Depot (556-0161)	Pristine Specialty Cleaning (582-8016)
Servicemaster of Bozeman (585-9994)	Stanley Steemer (587-5565)

Or check in your yellow pages under Carpet & Rug Cleaning & Restoration for other companies.

## REPAIR AND REPLACEMENT CHARGES

### Re-Key:

East Julia Martin: \$60.00 - \$90.00	West Julia Martin: \$60.00 - \$90.00
Paisley Court: \$60.00 - \$90.00	McIntosh Court: \$150.00
Branegan Court: \$30.00 - \$90.00	Grant Chamberlain: \$30.00 - \$90.00
Peter Koch/Nelson Story: \$30.00 - \$60.00	
Westside Houses (Glacier, Deer, Jefferson, Fox, Gopher, S15th, West Garfield): \$30.00 - \$60.00	

The charge is \$30.00 per lock on all doors. If you have a front and back door with only a doorknob on each door, the charge is \$60.00, however, if you have doorknobs and deadbolts on both doors, the charge is \$120.00.

### Screens, Windows & Doors:

\$17.00 repairable screen	\$25.00 - \$40.00 replacement screen
\$200.00 replacement storm door	\$80.00 replacement patio screen in Branegan
\$100.00 replacement McIntosh closet doors	\$20.00 repair closet doors all other areas
\$50.00 repair holes on interior passage doors	\$75.00 - \$150.00 replacement interior passage doors

### Draperods, Blinds & Mirrors:

Blinds: \$30.00 small/\$60.00 large	Draperods: \$50.00 (Westside Houses only)
Mirrors: \$5.00 small sliding/\$15.00 open cabinet type/\$140.00 upstairs hall mirror in McIntosh	
Glass Light Fixtures: \$7.50 bath & small round glass/\$15.00 large globes (interior/exterior)	

### Other Interior Items:

Heater Covers: \$20.00 - \$50.00	Medicine Cabinets: \$45.00
Phone Jacks: \$48.00	Countertops: \$175.00 - \$400.00
Kitchen Cabinet Damage: \$50.00 - \$400.00	Bathroom Vanity Damage: \$50.00 - \$250.00

**Furniture:**

Furniture will be assessed according to type, age and prior condition:

- Overstuffed couches - \$200.00-\$350.00
- Overstuffed chairs - \$250.00
- Wood framed couches - \$275.00
- Wood framed chairs - \$175.00
- Kitchen table/chair sets – \$60.00-\$175.00

**Appliances (Replacement Costs):**

- Small Range: \$240.00
- Large Range: \$360.00
- Small Refrigerator: \$260.00
- Large Refrigerator: \$375.00
- Dishwasher: \$220.00

If you aren't sure what size your appliance is, please contact the Family & Graduate Housing Office at 994-3730.

**Re-Painting & Patching/Replacing Carpet:**

- \$1.00 per nail hole in wall
- \$150.00 repair/patch large tears/holes in paint
- \$400.00 - \$800.00 partial paint apartment
- \$1,500.00 repaint entire apartment
- \$50.00 per carpet patch (4'x4')
- \$100.00 per carpet patch (up to 6'x6')
- \$3,500.00 replace carpet entire apartment

**Remove Belongings/Trash:**

- Salvageable Items: \$15.00/ hour
- Trash/Non-Salvageable Items: \$15.00/hour

*Please note:* If you leave any items behind in your house once your rent has ended, you will be charged to remove these items. Family & Graduate Housing staff will determine what is salvageable and what is not. Salvageable items will be donated and non-salvageable items will be disposed of.

**Grounds:**

- Lawns - \$10.00
- Debris removal - \$15.00/hour
- Storage shed removal - \$50.00 small/\$100.00 large

*Please Note:* If the damage/replacement costs cannot be assessed at appointment, the tenant will be billed later after repair/replacement has been completed. All figures listed above are estimates. Actual billing will occur after all cleaning and repairs have occurred.

**PLEASE REMEMBER:**

**THERE ARE NO PETS (EXCEPT FISH) ALLOWED IN FAMILY & GRADUATE HOUSING –  
VISITING OR OTHERWISE!**

**If you have friends or family members helping you move that have pets, remind them NOT to bring their pets  
along to Family & Graduate Housing!**