

# UNIVERSITY VILLAGES VACATE POLICY

1 Elkhorn Court, Missoula MT 59812  
(406) 243-6030 / [housing@mso.umt.edu](mailto:housing@mso.umt.edu)

**A 30-day vacate notice is required:** You are liable for 30 days rent from the date your notice is received in writing or the date you turn in keys and vacate if no notice is received. A vacate date must be indicated on the Intent to Vacate Notice. If you indicate a vacate date beyond the required 30 days, you will be charged rent through the indicated date. Moving out within the 30 day period does not reduce the amount of rent owed. If you do not vacate by the date you have indicated, we will re-key the unit and your belongings will be subject to the Abandoned Property Policy. You will be billed for the re-key and any applicable storage and/or disposal fees. You will also be charged rent through the date of the re-key or the date keys are turned in if the re-key has not yet taken place. Vacate dates may not be extended except in cases of extreme emergency. The University Villages Vacate Form is found at: <https://www.umt.edu/housing/forms/>.

## **Abandoned Property**

Any personal property left on the premises by the resident after they vacate will be removed. Any individual item left in an apartment with an estimated value of less than \$200 will be donated or disposed 48 hours after the resident has vacated unless the resident has contacted Housing to provide notification that they mistakenly left something in the apartment and to make other arrangements. Due to health and pest concerns, mattresses and fabric couches or chairs will be disposed of regardless of value. The resident will be charged an hourly rate for the labor associated with removing these items from the apartment and disposing of them.

Property with an estimated value of \$200 or greater will be temporarily stored and resident will be charged for the hourly labor of removal of the items from the apartment and charged a daily rate for the storage of the items. Housing will attempt to contact the residents via their official UM email address to notify them of the items being stored. Items that are deemed valuable and left in an apartment will be held in storage for 10 days after notification of the property found in the unit. Failure to retrieve these belongings by the deadline will result in items becoming the property of the University of Montana.

If an apartment is left in an unreasonable dirty or unsanitary state that poses a threat to the health, safety, sanitation, or structure of the UM Housing facilities or other residents, UM Housing reserves the right to immediately dispose of all abandoned property regardless of value. The resident will be charged an hourly rate for the labor associated with removing these items from the apartment and disposing of them as well as charges resulting from any other cleaning, mitigation, or facilities work related to the state of the apartment.

## **CHECKOUT PROCEDURE**

1. **Cleaning:** All apartments must be thoroughly cleaned and all trash removed from the apartment, porch, storage closets, and/or balcony. A cleaning fee will be charged to the tenant in all cases where the apartment has not been cleaned as specified. Per your rental agreement, all carpets must be cleaned by a professional carpet cleaner or University Villages upon vacating the apartment. A receipt for this service from a professional carpet cleaner company must be presented when you turn in your keys. Renting a steam cleaner is not allowed. Additional cleaning charges may be billed to your account if the job is unsatisfactory. If carpets are not cleaned, management will make arrangements for cleaning and charge the expense back to the tenant.
2. **Key & Laundry Card Return:** When you are completely moved out, return the keys and laundry card, if one was checked out, to the University Villages Office. If the apartment has not been locked, the tenant will be responsible for shortages and damages. The apartment will be inspected as soon as possible after the keys have been turned in to the office. A fee of \$60.00 per exterior door will be charged for lost keys.
3. **After hours check-outs:** place the keys in a signed, sealed, dated envelope and place into the drop- box at the University Villages Office.
4. **Moving vans, trucks, automobiles or trailers:** These vehicles will not be permitted on the sidewalks or grass at any time. A \$25.00 fine will be charged plus any cost for replacing damaged sprinkler heads and grass.
5. **Utilities:** Tenants residing in Elliott Village or Toole Village must inform the NorthWestern Energy Company when they vacate. Do not switch off any of the electrical breakers or unplug the refrigerator. If you are vacating during the winter months, set the room thermostat at 70 degrees. **DO NOT TURN THE HEAT OFF** or you may be held liable for any damaged caused by frozen pipes.
6. **Deposit Return:** Any charges associated with your move out will be placed on your student account. Your deposit will be released to your student account and any refund due will be returned to you via the Business Services Department. Deposits are typically returned to the student account within 14 days of vacating. Remember to change your mailing address on CyberBear.

7. **US Mail:** Change of address can be done through the Postal Service at <https://www.usps.com/> or at your local post office.

## Cleaning/Damage Fees

*(Fees are subject to change)*

Listed below are examples of **minimum** cleaning fees that can be assessed for failure to complete any of the checklist instructions:

1) Range/oven cleaning	\$45.00	6) Floor (tile/vinyl) cleaning	\$20.00/hr*
2) Refrigerator cleaning	35.00	7) Light fixtures	5.00/ea
3) Toilet cleaning	10.00	8) Window cleaning (interior)	5.00/ea
4) Bathtub/shower cleaning	25.00	9) Extra custodial (garbage)	20.00/hr
5) Wall washing	20.00/hr*		

\*One hour minimum

**For your cleaning reference, the following is a guide to assist in meeting our cleaning requirements for the refund of the security deposit:**

- 1) Kitchen:** Scrub the sink, countertops, cabinets, range hood or exhaust fan and behind the range. **Range:** Clean range top, burner rings, drip pans, under burners, and area beneath burners. Clean all inside oven surfaces with an oven cleaner, removing all traces of food and burned encrusted food. **Refrigerator:** clean, removing all traces of food and odor.
- 2) Bathroom:** clean tub, toilet and basin, removing all traces of grime and detergent build-up. Clean medicine cabinet inside and out. **Wainscoting around Tub:** scrub down, removing all traces of soap scum. **Wall Surface by Basin:** scrub down, removing all traces of soap scum.
- 3) Floors:** mop and/or scrub all linoleum and tile areas, removing all traces of dirt and wax build-up. Vacuum all carpet areas. Vacuum or dust baseboards.
- 4) General:** Clean all light fixtures and switch-plate covers. Wipe clean all closets and dressers (inside and out), entry door(s), and inside doors. Clean all windows, inside and out. No trash is to be left in the apartment or on the porch areas.
- 5) Elliott Village and Toole Village Residents:** Clean the floor of the furnace room, removing accumulated dust from furnace and water heater surfaces. **Craighead/Sisson Residents:** Vacuum and/or clean all hot and cold air registers and baseboard heaters.
- 6) Carpet:** Hire a professional carpet cleaner and provide receipt or request to have University Village clean all carpets upon vacating the apartment. Additional cleaning charges may be billed to your account if the job is unsatisfactory
  - **University Villages Carpet Cleaning Fees are:** Studio = \$60.00; One Bedroom = \$75.00; Two bedroom = \$90.00; Three bedroom = \$110.00; Large stains are an extra charge.
- 7) Walls:** **Do not** attempt to cover up nail holes with spackle. Many times the color of spackle does not match the paint on the wall and we will charge repaint the walls. Our paint crew has the proper color for touch ups and can easily patch small nail holes at no extra charge.