

## WVU MOVE-OUT PACKET

April 19, 2004

Dear Resident(s):

It is unbelievable that the Spring Semester is coming to an end. We would like to make move out as convenient for you as possible. Therefore, enclosed is general move out information for you to utilize.

Attached, you will find a detailed list of instructions on how to leave your room, as well as damage and replacement costs that will be used for 2004 move outs. This list was compiled to explain what is expected of you and what we will be looking at during the unit inspection. Upon moving out, all personal property will need to be removed, your unit cleaned, furniture returned to the original position and your keys returned.

We hope that you have enjoyed your stay with us and we wish you much luck in the future!

Sincerely,

*Renee' A. Dixon*

Renee' A. Dixon  
Assistant Manager  
Pierpont Apartments

## GENERAL INFORMATION ABOUT MOVE-OUT

Remember that you are to vacate Pierpont Apartments within 24 hours of your last exam. Pierpont Apartments will officially close at 5:00pm on Saturday, May 8, 2004.

There will be a limited number of carts available at the Front Desk. **A driver's license is required to check out a cart.** Please be sure that you have removed all of your personal items and belongings from your room and have left your unit in a clean, damage-free condition.

At check-out our Staff will conduct a first inspection of your room to see that you have not left anything behind and that the unit is in good order. This will be a first inspection and does not necessarily indicate that there will not be any damage charges. When you moved in, you were asked to complete a detailed move-in inspection checklist. This completed form will be used to inspect your unit in the days following your move-out. You will be billed for any damages noted that were not listed on your move-in report. **Also, keep in mind that we do videotape and/or photograph excessively dirty or damaged units.** Most common chargeable offences include dirty units (**you are responsible for cleaning before you vacate**), holes in walls or doors, torn screen or broken windows or mirrors.

### SOME SUGGESTIONS IN ORDER TO EXPEDITE YOUR MOVE OUT:

(To be done before checking out)

- REMOVE ALL PERSONAL BELONGINGS
- RETURN ALL FURNITURE TO ORIGINAL PLACE
- REMOVE STAPLES, TACKS/NAILS, TAPE FROM WALLS/CEILINGS
  - TAKE DOWN POSTERS/WALL HANGINGS
- REPORT ANY DAMAGES TO MAIN OFFICE FOR PROPER BILLING
  - DO NOT ATTEMPT YOUR OWN REPAIR WORK
  - LEAVE REFRIGERATOR ON – DO NOT DEFROST FREEZER
    - CLEAN THE RANGE
  - BAG ALL GARBAGE IN ALL ROOMS AND TAKE OUT
    - CLEAN APARTMENT THOROUGHLY
- LEAVE DSL EQUIPMENT ON STAND NEXT TO PHONE JACK

### CHECK OUT PROCEDURE:

(To be done before leaving apartment)

- COME TO FRONT OFFICE
- DO WALK THROUGH INSPECTION WITH STAFF OR SIGN A SURRENDER OF POSSESSION FORM
  - RETURN ALL ( Apartment, Bedroom, Mailbox ) KEYS
- LEAVE A FORWARDING ADDRESS FOR POSTAL SERVICE

# **PIERPONT APARTMENTS**

## **CHECK OUT PROCEDURES**

It is important for you complete the following list of items prior to checking out. By doing these things, you will avoid delays at check out.

### **Some suggestions to avoid delays and/or charges on your account**

#### **HAVE YOU:**

- **Removed all personal items from shelves, drawers, closets, etc.**
- **Put all furniture back to original location**
- **Left bed pad on bed (where applicable)**
- **Left original shower curtain hanging**
- **Picked up and bagged all trash (see main desk for bags) and emptied all trash cans**
- **Removed all decals, stickers, posters, staples, tacks, tape, etc from wall and ceiling**
- **Put mirror closet doors up and on track**
- **Ensured all DSL equipment left on the table by the phone jack**
- **Thoroughly cleaned the following areas of the Kitchen/Entry area: Cabinets & Drawers/ Countertops and Backsplash/ Refrigerator & Freezer (do not defrost)/ Range & Stove/ Microwave/ Floor/ Lights/ Walls/ Fire Extinguisher (in place)/ Dishwasher/ Range hood & Filter/ Pantry/ Mirrors**
- **Thoroughly cleaned the following areas of the Bathroom(s): Bathtub Enclosures/ Bathtub/ Toilet/ Ceiling/ Medicine Cabinets/ Sinks/ Vanity/ Floor/ Lights/ Toilet Paper Holder/ Towel Racks/ Vents/ Walls**
- **Thoroughly cleaned the following areas of the Living Room and Bedroom(s): Carpets (including under beds & furniture)/ Blinds/ Lights/ Windows/ Furniture/ Smoke Detectors (in place)/ Closets/ Screens (in place)/ Walls/ Light Switches/ Outlet Plates/ Vents**
- **Vacuumed/Swept all floors including under beds and furniture**

**IF YOU CAN ANSWER YES TO ALL ABOVE ITEMS, PROCEED TO FRONT DESK**

Once all of the above items are completed, you will be ready to check out. Proceed to the main desk with keys. Make sure you have locked your door. Once at the main desk, PLEASE BE PATIENT as one of the staff takes a quick look at your room while you are checking out.

***HAVE A SAFE TRIP HOME AND GOOD LUCK IN ALL FUTURE ENDEAVORS***

# Attention Residents: Important Reminder about DSL

April 12, 2004

Dear Pierpont Apartments Resident,  
(Floors 2,3,4,5 and 8<sup>th</sup> excluding 801)

As the semester draws to an end and you prepare to move out of the residence halls, we would like to remind you that the DSL equipment in your room is considered part of your room's furnishings and must be left in working condition when you leave at the end of the semester. If the equipment is damaged or missing, your student account will be billed accordingly. **The approximate replacement cost of the equipment is \$195.**

Each room was equipped with the following:

- DSL modem
- Linksys DSL router (4-port or 8-port depending on the apartment)
- Line filter(s) – (your phone is connected to the filter & the filter is connected to the phone jack)
- 1 CAT5 cable connecting the DSL modem to the Linksys router
- 1 DSL cable connecting the DSL modem to the phone jack
- 1 Line splitter (device connected directly to the phone jack and used to create two phone connections from a single jack)

If you subscribed to Verizon DSL on your own during the fall semester, and then switched to the University's DSL service during the spring semester, ownership of your DSL modem was also transferred to WVU at that time. If you are not sure who owns the DSL equipment in your room, we can provide serial numbers for all WVU-owned equipment. If you have any questions about the DSL equipment in your room or ownership thereof, please send your question via e-mail to [resnet@mail.wvu.edu](mailto:resnet@mail.wvu.edu).

Good luck on your finals, and have a safe and enjoyable summer vacation!

Sincerely,

*West Virginia University*

**PIERPONT APARTMENTS  
445 OAKLAND STREET  
MORGANTOWN, WV 26505  
(304) 598-0092**

**Apartment Cleaning Costs**

Bathroom not clean (Includes toilet, tub, tile, sinks, floor)	4 person apt. 6 person apt.	\$40 \$60
Kitchen not clean – excluding refrigerator & oven (Includes floor, sink, range top, cabinets)	4 person apt. 6 person apt.	\$40 \$60
Entry closet	4 person apt.	\$20
Living room (Includes tables, couch, chairs, window tracks)	2-6 person apt.	\$60
Dirty garbage cans	to clean to replace	\$10 \$25

**Rubbish and Personal Property Removal**

Rubbish and removal will be at \$25.00 per bag. We do not store personal property as it will be disposed of if not removed by the resident upon move out.

**Key Replacement Costs**

Failure to return bedroom door key	\$5
Failure to return front door key	\$45
Failure to return mailbox key	\$35

**Painting and Patching**

Hole – through the wall board (fist)	minimum	\$36
Paint removed due to tape/picture hanging	minimum per pull	\$10
Cracks in drywall	length x 3 x \$1.00	
Other holes in drywall	(length + width) x 3 x \$1.00	
Painting – short wall		\$30
Painting – long wall		\$100
Painting of entire apartment (Can vary due to size of unit)		\$750 to \$1000

**Carpet Cleaning**

Living room & entry	\$35
Bedroom – small	\$15
Bedroom – medium	\$20
Bedroom – large	\$30
Permanent spots: gum, tar, paint, burns	per spot \$35

**Kitchen**

Replace range hood filter	\$10
Replace microwave	\$110
Clean range hood	\$25
Replace fire extinguisher	\$25
Recharge fire extinguisher	\$10
Replace smoke detector	\$120
Clean microwave	\$25
Clean range	\$25
Clean refrigerator	\$25
Replace range hood	\$100
Replace Range	\$225
Replace Dishwasher	\$180
Replace Refrigerator	\$330

**Bathroom**

Bathroom door knob set		\$75
Replace toilet		\$196
Replace toilet seat		\$20
Replace toilet tank top		\$26
Replace toilet paper bracket		\$10
Replace towel bar	each	\$10
Replace medicine cabinet mirror	actual cost plus labor	
Replace shower head		\$10
Replace tub or shower fixture	actual cost plus labor	
Replace shower rod		\$15
Replace plunger		\$10
Vanity, plumbing fixtures	actual cost plus labor	

**Bedroom**

Single mattress		\$125
Single box springs		\$125
Bed frame missing		\$25
Damaged chest of drawers		\$45
Re-glue desk		\$10
Repair closet	each	\$20
Re-glue chest of drawers		\$30
Replace chest or drawers		\$315
Replace desk chair		\$60

**Living room**

Replace coffee table		\$160
Replace end table		\$85
Replace sled chair		\$126
Replace dinette chair		\$57
Replace lamp		\$34
Replace TV cable cord		\$5
Replace thermostat		\$90
Replace sofa		\$475
Replace TV stand		\$100
Replace dining table		\$140
Replace lamp shade		\$15
Replace phone jack	actual cost plus labor with Phone Company	

**Doors**

Replace peephole		\$15
Replace bathroom door		\$90
Replace bedroom door		\$90
Replace door knobs on entrance door		\$125
Core changes on lost keys	up to	\$45
Replace entrance door		\$400
Replace mirrored closet doors		\$120 per panel
HVAC grill		\$60
Replace door knobs on bathroom door		\$75

**Windows and Mirrors**

Replace window	actual cost plus labor from Glass Company	
Replace mini-blind / vertical blind		\$40
Room mirrors and bathroom door mirror- cracked, broken, missing		\$40
Screens		\$50

**Miscellaneous Items**

DSL Equipment removed/damaged		\$195
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**All other damages with no quoted price will be charged as actual cost plus labor**

**NOTE: There is a fifteen percent (15 %) administrative charge added to all damage, cleaning, painting charges to the unit.**

**\*\* COSTS LISTED ABOVE ARE ESTIMATED AND SUBJECT TO CHANGE AT ANY TIME. \*\***