

CHECK-OUT PROCEDURES FOR APARTMENTS

This agreement explains our expectations of you as a guest of Villanova University as you depart our housing facilities.

1. A **Pre-Arrival Apartment Check** is done by the Office of Conference Services (OCS).
2. You will need to fill out an **Apartment Condition Card** upon arrival to your apartment, detailing the conditions as you find them. After completing the check-in side of the card, please sign and return it to the Conference Service Desk. **The Apartment Condition Card needs to be completed, signed, dated and returned to OCS within 2 days of your move-in.** If this card is not returned to OCS, you could be responsible for any/all damages found at the departure walk-through. Each intern must fill out his/her own card.
3. **Pre-Move-Out Apartment Inspections:**
 - One day in late July, between 9am and 5pm, a team of Villanova Conference Services staff will go through all apartments to conduct health, safety and maintenance checks and pre-move out inspections in preparation for guest departures. We will use the Apartment Condition Cards from move-in as a reference for pre-existing damages and conditions.
 - Staff will complete an **inspection form** for each apartment and will leave this form **taped to the outside of your apartment door.**
 - You must **follow the directions** on the form regarding **things to do in preparation for move-out** (e.g. adjust a/c and fridge settings etc.) and **any corrective actions necessary** (e.g. take trash to dumpsters, sweep, arrange furniture etc.), as determined by our staff. Note that you can and will be held responsible for any corrective actions not taken and/or new damages occurring between the time of this inspection and your move-out.
 - **Leave the form taped** to the outside of your apartment door.
 - At move-out, **both occupants must sign the form where indicated** as you leave your apartment.
4. **To do** in preparation for move-out, in addition to any directions on the inspection form:
 - Empty refrigerator, kitchen cabinets, drawers, dressers and closets.
 - Remove all personal items.
 - Remove trash, bottles, and cans from the apartment building and dispose of them in the designated trash and recycling areas **outside** of the building.
 - Clean bathrooms.
 - The entire apartment must be left in a broom-swept condition.
 - Clean up all spills on desks, dressers, counter tops, and tables.
 - The University does not authorize the removal of standard University furniture from the apartment, so all original furniture must be in the apartment in its original location, and no personal furniture should be left behind.
 - Remove all decals, pictures, posters and memo boards without chipping wall paint.
 - Close all windows, set air-conditioning at a moderate level and lock all doors.
5. Note that all of the above procedures apply to each roommate.

If the above conditions are not met by the intern guest resident(s), charges can, and will, be billed to your credit card.