



Thank you for renting from Dinkytown Rentals, we wish you much success in your future endeavors.

Move out FAQ

1. When does my lease end?

Per your lease August 23, at 9 am. Late move outs, after 9 am, will be charged \$200.00 per hour to be deducted from your security deposit. If you choose to allow the new tenants to move in early; you may be forfeiting any claim to your security deposit.

2. What do I need to do?

- ✓ Pay all your utilities
- ✓ Complete the move out check list
- ✓ Return all keys
- ✓ Fill out a forwarding address form with maximum of 2 names on it per lease

3. How do we handle the utilities? Xcel, CenterPoint etc.

Go online now and set the stop date for your unit as 8/23. You do not want to be charged after you have left the unit. Make sure all charges are paid in full. Unpaid utilities will be deducted from your security deposit. There is a \$100.00 administrative fee for us to do so.

4. What is the move out checklist?

MOVE OUT CHECKLIST

The following items must be completed to receive your full return of your security deposit.

- ✓ **Vacating date 08/23 by 9 am.** This is a hard and fast date. Make sure to plan ahead.
- ✓ All screens and windows in place; nothing broken, bent or taped.



- ✓ WALLS must be clean. A mild solution will remove ordinary dirt, grease and marks. Large holes in walls or ceiling will be repaired by us, and the cost will be charged to you.
- ✓ Clean oven: STOVE must be clean and all parts must be free from grease and splash. The vent hood above the range must be cleaned and the filter washed out. The bottom drawer must be clean and swept/mopped below. Drip pans must be clean and free of debris or damage.
- ✓ Countertops and cabinets must be clean inside and out.
- ✓ Scrub all sinks, bathtubs/showers, and toilets. BATHROOM floors and fixtures must be clean. Rinse thoroughly and dry all fixtures. Thoroughly clean the bathtub and/or shower stall and the tile around the bathtub
- ✓ FLOORS must be absolutely clean. Make sure it is the last thing you clean prior to leaving the unit. All carpets must be steam cleaned.
- ✓ REFRIGERATOR must be absolutely clean and cleaned behind
- ✓ BLINDS: replace if broken. It is much cheaper for you to replace them, than to have our maintenance team do it.
- ✓ Wash and wipe down all windowsills, baseboards and ceiling fans.
- ✓ LIGHT FIXTURES and chandeliers must be washed clean and proper wattage working bulbs must be in place. We have free lightbulbs available at the office.
- ✓ All smoke alarms and CO detectors must be in place and working
- ✓ WINDOWS must be washed on the inside and sliding tracks and sills must be cleaned out.
- ✓ ROOMS must be completely emptied, cleaned and vacuumed/swept
- ✓ CLOSETS must be emptied, completely washed and particular attention should be given to scuff marks.



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Providers of Quality Student Housing Since 1986

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- ✓ HEAT VENTS must be cleaned.
- ✓ **You cannot leave any trash, furniture or personal belongings behind. REFUSE** and unwanted items must be removed from the apartment and placed in the proper refuse containers.
- ✓ Any items on this list that are not completed will be charged at the going rate for these services performed by maintenance and a third-party cleaning company.

In general, all items checked on your Move-In/Move-Out Form when you moved in need to be present and in good repair when you vacate or you will be charged to repair or replace them.

5. How do I return keys?

- ✓ Close and lock your bedroom; leave the key in the lock.
- ✓ **DO NOT BRING BEDROOM KEYS TO THE OFFICE.**
- ✓ Please lock your unit. Bring unit keys, house keys or mailbox keys to the office. Label all keys and sign a receipt. **Missing or inoperable keys are a large deduction from your security deposit. A signature is required. This is very IMPORTANT. Missing or inoperable keys will be charged to the tenants for all costs incurred for replacing locks and/or keys.**

Key tags are available at the office to label your keys.

5. How do I cancel my ACH?

It will be automatically cancelled, you do not need to do anything



6. How do I fill out a forwarding address?

- ✓ Forwarding address card are available at the office. Fill it out and bring it to the office or leave it in the gold slot at the front door of the office. This is where your security deposit will be sent as well as your CRP forms and all correspondence. Many checks are returned each year because of no forwarding address.
- ✓ Contact the U.S. post office and fill out a change of address form.

7. When are security deposits sent out?

- ✓ Security deposit checks will be sent out 21 days after lease end. One check per lease will be written out to 2 people on the lease (if there are at least 2 people on the lease.) You may specify who and where you want the check sent to on your move out card. If we receive multiple names we reserve the right to choose two names. A written explanation of deductions will be included with your check.
- ✓ When you receive your check if you have questions please do not call us, **send us an email or letter in writing**. We will research your questions and give you a written response. All correspondence relating to deductions will be accepted in writing only.

8. Can I leave furniture behind for the next tenants?

No. Your unit must be completely empty. If you leave any trash or furniture behind you will be charged. Trash left in the unit accounts for a large portion of security deposit deductions. Please leave it as you would like to have found it. No trash outside of the cans. Start getting rid of large items now. The City of Minneapolis will take 2 large items per recycling pick up, if left out by your trash cans; they must be labeled 'For Solid Waste'.



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9. What do I do with all the trash?
 - a. Fill your trash bins and move them to the curb. If you have extra trash it **MUST** be bagged and placed next to your bins **AT THE CURB**. We will call for a special pick-up for your house.
 - b. If it is a usable item, consider donating it to Goodwill, the Salvation Army or other worthy organizations.
 - c. Make use of “Pack and Give Back” run by the University of Minnesota ReUse Program; <http://facm.umn.edu/reuse-program/packandgiveback>

6. When will you inspect our place?

The final inspection will not happen until you turn over your keys and possession of the unit.