Common Damages:

**Bathrooms**
- Dirty Bathroom Floor $30
- Dirty Toilet $25
- Dirty Shower/Floors $50

**Kitchen**
- Dirty Refrigerator $40
- Dirty Floors $30

**Miscellaneous Items**
- Cost per bag of trash $25
- Carpet cleaning (bed/living room) $80
- Broken Closet Doors $250
- Broken Room Doors $150
- Broken Blinds $65

Note: Not all charges are listed. This is NOT an exhaustive list.

Frequently Asked Questions

1. What if there are damages to my room (lost key, wall damage, missing property, etc)?
   
   Damages that are discovered will be assessed to the individual(s) responsible. Residents will be sent notification via their MyUWG email account stating the damage, amount of the charge and supplemental instructions. Note: Residents who complete an Express Checkout have NO right to appeal their damage charges.

2. What about my mail over the summer?
   
   All first-class mail will be forwarded to the mailing address listed in BANWEB (magazines and junk mail will not be forwarded). Please make sure the mailing address is accurate. As part of your move-out process, please be sure your summer address is up to date BANWEB. Don’t forget to cancel newspaper/magazine subscriptions and update your address with any other mail you may receive at your residence hall address.

3. Can I still complete a housing contract for 2012-2013?
   
   Yes! In order to complete a housing contract, simply log into your MyUWG account, click the external resources tab, then scroll down to the “StarRez Housing Link”. If you have any problems, call our office at 678-839-6426

---

Save Your Cash!

*Your guide to a successful checkout from UWG Housing.*

Be sure to review the information in this brochure to learn the expectations regarding your residence hall check out process, check out options, typical charges – and how to avoid them!

**All residents are expected to checkout no later than 6pm on April 27th.** For more information about hall closing, please visit our website.

www.westga.edu/housing

housing@westga.edu

678-839-6426
What can I do to avoid receiving a bill from Housing and Residence life?

Here are some simple tips to help you leave your room the way you found it even if your roommate made the mess and you didn’t.

1. **When cleaning your bedroom/unit make sure all university furniture is back in its original location and is properly assembled.**
2. **Floors should be swept and/or vacuumed.**
3. **Shelves, countertop, and desktops should be wiped clean of all debris and no items should be left on the countertops.**
4. **All personal items should be removed from the walls and doors this includes stickers, posters, etc. (Be careful when removing items from the wall as to not ruin the paint.)**
5. **All of your extra appliances should be removed from the unit.**
6. **Clean the inside of your refrigerator, oven, microwave, etc.**
7. **Scrub and clean all bathrooms (toilets, sinks, showers, and floors, etc.)**

### General Checklist

(*This list is provided for your convenience, please adhere where applicable*)

- Make sure that all furniture in bedrooms is in its original location.
- All floors have been swept, vacuumed, and mopped.
- All personal items have been removed from the apartment prior to staff checking you out.
- All items have been removed from the dressers, closets and cabinets.

**Kitchen Hints**

- **Oven:** Clean spills on the racks and on the stove bottom.
- **Refrigerator:** Remove all food and clean all spills.
- **Microwave:** Clean the interior and exterior of all spills.
- **Floors:** Sweep and Mop.
- **Stove:** Clean out all debris using an appropriate cleaner.
- **Cabinets:** Remove all items and wipe then down.
- **Trash:** Please remove all trash to the dumpster.

**Bathroom Hints**

- **Toilet:** Clean the inside and outside.
- **Sink:** Wipe the sinks clean and remove all stains.
- **Mirror:** Remove all stickers, wipe clean.
- **Floor:** Sweep and mop.
- **Cabinets:** Remove all items clean them out.
- **Trash:** Remove all trash to the dumpster.

---

**Here is how to check out, please read carefully!**

You have two (2) ways to check out of your apartment: (1) A Standard Checkout or (2) an Express Checkout.

**Option 1: Standard Checkout**

- Make an appointment with an RA for the time you are ready to checkout.
- An RA will accompany you to your room; he/she will conduct an inspection of your place, noting all damages, where applicable.
- When RA has completed the inspection, you will go to the front desk and return your key and paperwork.
- Sign the permanent key log stating that you’ve checked out.
- **DO NOT LEAVE YOUR KEYS WITH OTHERS.** You must turn in your OWN keys.

**Be proactive and make your check out appointments in advance to reduce the wait time. If you do not make an appointment, please understand that those without appointments will need to wait for the first available staff member to help you.**

**Option 2: Express Checkout**

- Move all of your belongings out of the room/unit
- Go to the front desk to get an “express checkout envelope,” complete and sign the envelope, place your key inside the envelope and seal it shut. Be sure to drop the envelope in the drop box located by the RA office!
- **By signing the express check out envelope you are waiving your right to dispute or explain any damages billed to you.**

---

**Things You Should Know:**

1. **If you chose to do an Express-Checkout, you will forfeit your right to an appeal of any damages.**
2. Arbor View Staff will **not** mediate disputes between roommates over who is responsible for damages/charges within the apartment.
3. STUDENTS WHO DO NOT CHECKOUT PROPERLY WILL BE ASSESSED a $50.00 Improper Checkout Fee.
4. Be sure to follow the hints and checklist to ensure that your bedroom/apartment meets the expectations for check out.

---

*Do not sweep and dump trash in the hallways! Please take your trash to the dumpster. Be on the lookout for designated areas for the disposal of large items, such as furniture.*