

Weida Apartments' Checkout Procedure

Here are some steps to help you cover all your bases. Follow the do's and don'ts and your move-out process should go smoothly:

What you SHOULD do:

1. Contact the office (765-743-0317) if you're moving out earlier than your lease end date.
 - Don't know when your lease ends? Contact us and we'll let you know!
2. Vacate the apartment by **NOON**. That means you're at our office returning things by then.
 - There are fines for late move-outs, so let's just avoid those!
3. Return the following:
 - All door keys, mail keys, parking passes, self-addressed stamped envelope.**
 - Turn all of these into the office.
 - If we're closed: clearly label ALL items, put ALL items in an envelope with your name and apartment address & in our dropbox.
 - Again, to receive credit for returned items, clearly label the items, names, & apts.
4. **Clean, Clean, Clean.** Review the cleaning list below to make sure you've cleaned all the areas that we inspect and find some recommended products for cleaning.
 - Cleaning fees add up, so remember: proper cleaning means a better refund.

What you SHOULD NOT do:

1. Move-out later than **NOON**. And later than your lease end date.
 - These fines are hefty and can easily be avoided if you're moved-out on time.
2. Do not leave your keys, parking permits, and envelopes in your apartment.
 - You will not be given proper credit for returning them & they'll be late.
3. Do not turn your utilities off early! They need to stay on until your lease end date.
 - Even if you are out early, you must keep them on in your name.
4. Do not leave furniture in the apartment, by the dumpster or in the dumpster.
 - Properly dispose of furniture or donate to Goodwill.

Other FAQs Commonly Asked:

1. Deposit is mailed out 45 days after your lease expiration date.
 - So turn in those envelopes!
2. Deposit checks are mailed out to the "Primary Lessee".
 - Ask us if you're unsure who that is.
3. Carpet Cleaning and Administration fees are automatic and are taken out of your deposit.
 - Refer to your lease for questions about this.

Cleaning Checklist →

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- **Stove and Oven:** Remove all burner coils and clean underneath them. The top of stove lifts up, clean underneath. Clean storage drawer and pull out and clean under stove. Replace burner pans if needed. Clean the interior of the oven; most ovens are self-cleaning.
- **Refrigerator:** Clean inside, outside, and floor underneath. Leave unplugged with doors open.
- **Dishwasher:** It is best to run "Iron Out" or "Rust Out" through your dishwasher. Fill soap dispenser with the product and run through a regular cycle. Run as needed until clean. Clean front/side edges.
- **Microwave:** Clean inside with all-purpose cleaner. Clean outside with glass cleaner to remove streaks and grease splatters must be removed. Don't forget to clean the microwave vents underneath.
- **Sinks:** Use appropriate cleaner on the stainless steel kitchen sink. Use all-purpose cleaner on bathroom sinks. Remove any lime build-up with Lime Away.
- **Tub/Shower:** Use shower cleaner and a scrub brush to remove soap scum and residues from the shower and shower head. Do **not** use abrasive cleaners.
- **Toilet:** Use toilet bowl cleaner inside bowl, and all-purpose cleaner for seat, tank, and base of toilet.
- **Mirrors:** Use glass cleaner to ensure they're spot free and streak free.
- **Carpet:** Vacuum floors and edges, dust off base-boards.
- **Tile/Hardwood:** Sweep and use appropriate tile cleaner on tile surfaces.
- **Doors/Baseboards:** Wash and wipe down.
- **Cabinets & Counters:** Wipe out insides of drawers/cabinets and outside with all-purpose cleaner
- **Windows:** Clean inside, wipe patio door, and do not remove screens.
- **Blinds:** Dust, wipe down, and draw correctly. Damaged/dirty blinds will cause fees.
- **Walls/Ceilings:** Remove nails, tacks, poster putty. Take down cobwebs and dust around fans.
- **Light fixtures/Bath fan/Ceiling Fan:** Must be dusted, washed, and have working light bulbs.
- **AC/Furnace:** Filters should be replaced or cleaned. Wall units just need to be cleaned; central unit filters need to be replaced.
- **Patio/Balcony:** Sweep, remove trash/leaves, and personal belongings. Change bulbs if necessary.
- **Furniture:** Provided by Weida Apts, need dusted and cloth items must be clean and soil free.