

MOVE-OUT PROCEDURES

1. Remove all belongings from the unit.
2. Clean the apartment thoroughly including:
 - *Kitchen: wipe down cabinets, clean all appliances, inside and out
 - *Bathrooms: tub, toilet, vanity
 - *Flooring: wipe down linoleum floors and vacuum carpets
3. Carpets must be professionally cleaned and receipt provided. Let the leasing office know if you want us to steam clean the carpets and deduct the \$250 charge from your security deposit.
4. **DO NOT** patch any nail holes.
5. **DO NOT** unplug fridge.
6. Call all utility companies to arrange for transfer of service at expiration of the lease. Just let them know you are moving out and utilities will automatically be transferred to us.
7. Return ALL keys (including front door, mailbox, and garage door if applicable) upon move-out and **include your forwarding address** if not already submitted with your vacate notice form. Keys can be left on countertop and then call or email the office to notify them that unit has been completely vacated
8. Complete a change of address form with the Post Office.

*SECURITY DEPOSITS WILL BE RETURNED WITHIN THIRTY DAYS OF
YOUR LEASE EXPIRATION DATE*