

MOVE-OUT PROCEDURES

1. Clean the apartment thoroughly (stove, refrigerator & tub included).
2. Steam clean the carpets. Provide a copy of receipt for steam cleaning (cleaning company- not a rental machine)
3. **REMEMBER TO REMOVE CONTENTS FROM YOUR STORAGE LOCKER If APPLICABLE.**
4. **DO NOT PATCH ANY NAIL HOLES OR PAINT THE APARTMENT (Unless instructed differently by Landlord).**
5. Call all utility companies to arrange for termination of service and final meter readings.
6. Return **ALL** keys (there will be a charge for any missing keys) to office and leave your **forwarding address**. Label keys with your building and apartment # or place them in an envelope with that information on the outside of the envelope. **Let the Leasing office know if you want us to steam clean the carpets and deduct the charge from your security deposit.**
7. Complete a change of address with the Post Office.

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