



Move Out Information

Apartment Number: _____ Move Out Date: _____ (Note: This is a final date and cannot be changed)

Thank you for staying with us! We hope you have enjoyed living here in our community.

To ensure a smooth move out and potential damage charges, please follow the guidelines listed below:

Keys

- On your scheduled move-out day, please return your apartment keys, mailbox keys, fitness center keys, garage keys, garage remote controls, and access cards to the office. Keys returned after midnight on the move-out date will be subject to a daily rent fee, which will be deducted from your deposit (if applicable) or charged back to you (please refer to your Lease).

Move Out Information Sheet Completed

- Please be sure to complete the Move-Out Information Sheet to be returned with all keys. If you are in a roommate situation, each roommate will be required to fill out a separate sheet.

Move Out Inspection

- We will schedule a pre-inspection *approximately* 1 – 2 weeks prior to your indicated move out date. This pre-inspection will give you an idea of what charges may be assessed for any damages to your unit in advance of your move-out. It will also allow you a chance to correct any damages noted during the pre-inspection prior to your move out date.
- If you are in a roommate situation (i.e. student housing) pre-inspections are completed on an apartment basis - not by individual bedrooms.
- If you would like to schedule a walk through with management to check any corrected items you may have completed after the pre-inspection, it must be scheduled between 9 a.m. and 5 p.m. Monday through Friday (times are based on availability).

Unit Condition Expectations

- All furniture, debris and trash must be removed and placed in the appropriate dumpsters.
- There must be no damage to the apartment beyond normal wear and tear.
- You are required to clean the apartment. This includes but is not limited to, the oven, refrigerator, bathroom tub, toilet, floors, cabinets, carpet (vacuum), and all counter tops. If you have applied adhesive tape or stickers to windows, mirrors, shelving units, etc., these must be removed.
- Please DO NOT to do **anything** to the walls in your unit (fill in picture holes, remove nails, etc.) Our maintenance staff will handle any repairs, paint, cleaning of drip pans, and carpet cleaning.

Satellite Equipment

- All satellite equipment must be removed from the patio or balcony. There will be a charge of \$25 to remove each satellite piece of equipment that is left on the patio or balcony.

Utilities

- You are responsible for all of your utilities through and including your move-out date, whether you are residing in your apartment or not. When disconnecting, the utility companies will turn the service back into our name. Disconnecting or changing name prior to move out may result in legal ramifications.

Refunds

- You will receive any refund owed within 30 – 45 days of move out.

