



MOVE OUT INSTRUCTIONS

- ✓ Return ALL keys for the apartment to the main office, including any laundry or mail keys.
- ✓ Provide us with a forwarding address so we may promptly return your security deposit. We will return your deposit with a 30-day time period.
- ✓ Remove ALL possessions/personal belongings from the apartment. If items are left in the apartment, we will dispose of the items and a disposal fee will be deducted from your security deposit.
- ✓ Remove all personal belongings and/or trash from the outside of your unit. DO NOT leave any furniture or other bulk items outside you unit.
- ✓ Submit a forwarding address to the U.S. Post Office so you have no interruptions in your mail service.

You are responsible to return your unit to the condition it was upon your first day of occupancy. The unit must be cleaned thoroughly and brought back to as near as pre-rental condition as possible. You will be billed accordingly for any deficiencies in this area. For your convenience, we have attached a cleaning checklist to guide you through this process:

MOVE OUT CLEANING INSTRUCTIONS

BEDROOMS

- ✓ VACUUM/MOP FLOORS
- ✓ CLEAN OUT CLOSETS
- ✓ CLEAN BLINDS
- ✓ WINDOWS AND FRAMES

BATHROOM

- ✓ CLEAN TUB AND SURROUND
- ✓ CLEAN TOILET
- ✓ CLEAN SINK/VANITY
- ✓ MIRROR
- ✓ FLOORS
- ✓ LIGHT FIXTURES

LIVING ROOM

- ✓ VACUUM /MOP FLOORS
- ✓ CLEAN BLINDS
- ✓ WINDOWS AND FRAMES
- ✓ CLEAN OUR CLOSETS

KITCHEN / DINING ROOMS

- ✓ SCRUB COUNTERTOPS
- ✓ VACUUM/MOP FLOORS
- ✓ CABINETS (INSIDE AND OUT)
- ✓ REFRIGERATOR (INSIDE AND OUT)
- ✓ OVEN/RANGE (INSIDE AND OUT)
- ✓ DISHWASHER (INSIDE AND OUT)
- ✓ WINDOW/FRAME

PORCH/PATIOS

- ✓ CLEAN FREE OF PERSONAL BELONGINGS
- ✓ SWEEP OFF