

## MOVE OUT INFORMATION

You must vacate your apartment on the last day of the Lease, by noon.

- Make sure that you leave your apartment clean and empty when moving out.
  - Clean Kitchen
  - Refrigerator (Do Not unplug to defrost, remove food, clean spills)
  - Stove (clean grease and food stains)
  - Cabinets (clean inside and out)
  - Sink
  - Clean Bathroom
  - Toilet
  - Tub
  - Tile/Grout
  - Medicine Cabinet
  - Sink
  - Clean Floors and Apartment of all papers and packing materials
  - Remove picture hooks and nails (Do not try and fill nail holes-you will not be charged for small nail holes) Clean Closets – remove all hangers and trash
- Do Not place Furniture, Boxes, Debris in or around Dumpsters
  - All Garbage must be inside plastic garbage bags before placing in dumpsters.
- \*\*Failure to properly dispose of garbage will result in damages and charges. Failure to remove from the building, ALL Furniture, Boxes, Debris, etc. will result in waste haulage charges. \*\*
- Please contact your Building Engineer to schedule an inspection of your apartment.
  - All keys to the apartment and building including mailbox key must be returned.
  - Keys can be returned to your building Manager or you can leave them on top of the kitchen counter.
  - Make sure your account is paid in full. Any unpaid balances will be sent to collections.
  - Be sure to provide our office with your forwarding address.
  - Thank you for being one of our tenants! We hope we can serve your needs again.