

## 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
- Empty storage locker(s) and remove anything stored in the basement
- 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 engineer 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.**