



## MOVE OUT PROCEDURES AND INFORMATION

Please read this document carefully, as it may help to ensure that as much of your security deposit as possible is returned to you.

**The apartment must be thoroughly cleaned** including range, refrigerator, bathroom, closets, and cabinets, as the lease for the incoming tenants begins within the next few days. (See the checklist on the website for more information). If you think you won't have time to finish cleaning, please let us know in advance so that we can try to make arrangements to hire someone. (Please note that getting cleaning help at this busy time of year tends to be more difficult and expensive than usual and your deposit will be charged for this service.)

**Trash must be put out in the provided bins or dumpster.** If you live at a property where you are using trash tags you must put trash out in the bins AND TAG IT. If you do not tag your trash it won't be taken away and we will charge for removing it. Additionally trash must still be left out on the property day or you will be subject to a ticket which will be your responsibility. Depending what day you move out, you may need to come back to the property to take the trash out on the proper day or you may need to take it to the dump yourself. If you live at a property with a dumpster then all trash must be put in the dumpster. At all properties: If you have large items that will not fit in the bins/dumpster you may have to take them to the dump/recycling center yourself. If you leave large items like furniture, mattresses etc. we will charge for taking those away. At properties with a dumpster you may place large items on top of the dumpster if they won't fit or it is full. However if the trash company refuses to take the items then you will have to take them to the dump/recycling center yourself. Recycling must also be taken care of properly. If you have far more recycling than will fit in the provided bins then you may need to take it to the recycling center yourself.

**Make sure that we have a forwarding address for each person on the lease who has paid a portion of the security deposit.** An email with this information is okay, but please include everyone in one message. Deposits are mailed within thirty days of the lease end, provided we have your address.

**All keys are to be returned on or before the last day of the lease.** Put all bedroom door keys in the locks, and place all other keys (front door, back door and mail key) on the kitchen counter. If we have to change the lock(s) because of missing keys, your deposit will be charged. Mailing keys from out of town only works if you use a padded mailing envelope and it arrives before the lease end date, so please plan ahead. If you do mail your keys please notify us so we know to expect them.