



## **MOVE-OUT PROCEDURES**

1. Clean the apartment thoroughly (stove, refrigerator & tub included).
2. **REMEMBER TO REMOVE CONTENTS FROM YOUR STORAGE LOCKER AND KEEP STORAGE UNLOCKED.**
3. **DO NOT PATCH ANY NAIL HOLES OR PAINT THE APARTMENT. If you have painted your walls another color, you are responsible to return the walls to the original color.**
4. Call all utility companies to arrange for transfer of service back into the community's name and final meter readings.
5. Return **ALL** keys (there will be a charge for any missing keys) and gate remote to the community office and leave your **forwarding address**. Label keys with your building and apartment # or place them in an envelope with that information on the outside of the envelope.
6. Complete a change of address with the Post Office.

**IF YOU ARE MOVING OUT DURING THE WINTER MONTHS, PLEASE LEAVE THE HEAT SET AT 60 DEGREES.**

*SECURITY DEPOSITS WILL BE RETURNED WITHIN THIRTY DAYS*

We would greatly appreciate if you would take a few minutes of your time to complete the attached questionnaire, and return it to the community office at the time of your move-out. The few minutes you spend will be a tremendous help to us in improving our community and our services.

We hope you have enjoyed your stay, and we wish you the best of luck in the future!