

MOVING OUT OF YOUR APARTMENT

A. Move-Out Process

Prior to the end of the Lease term (if you have not renewed the Lease for the next school year), you will receive a letter outlining the move-out process. You will be required to clean your apartment and you will be responsible for payment of damages assessed against you. You will be notified as to the scheduled move-out date and you must turn in all keys and your forwarding address by noon on that date. If you do not meet this deadline, you may incur additional holdover charges or fees. If you are renewing with us and are moving to a different apartment, you will receive additional instructions for transferring to your new apartment.

Prior to move-out, all late charges, delinquent rents and outstanding fees for damages must be paid.

Checking Out

~ Our Standard checkout procedure is to have a staff member inspect your apartment and note damages prior to the move-out date. You must do a move out inspection the day you are vacating the premises. All appointments will be scheduled a week prior to the move-out date and you must be present for the walk thru.

~ We will perform the move out on your room and look at the common areas. The move-out process will not be complete until all residents within an apartment have moved out. Once all residents within an apartment have checked out, the apartment will be inspected for damages, charges will be assessed and split among roommates

Move-out Cleaning Guidelines

You will be provided with move-out cleaning instructions prior to moving out and when you give notice; however, the following general guidelines must be completed in your apartment prior to check-out:

- ~ Remove all of your belongings from the apartment, patio/balcony and storage room
- ~ Remove all trash and dispose of properly
- ~ Clean all exterior and interior surfaces of the kitchen appliances, including the refrigerator, stove, dishwasher, hood and microwave
- ~ Sweep and mop all floors
- ~ Clean all bathrooms
- ~ Clean all mirrors, ceiling fans and light fixtures
- ~ Clean all window and mini-blinds
- ~ Return all apartment keys

Damages

We reserve the right to charge for damages beyond ordinary wear and tear to the apartment, furniture, appliances, carpet, blinds and floor coverings. We can also assess charges if the entire apartment, including range, refrigerator, bathrooms, closets, cupboards, furniture and floors are not clean, regardless of condition at the time of move-in.