



Move Out Instructions

The following requirements must be fulfilled in order to receive a full deposit refund:

1. Complete the full term of the lease
2. Submit a written sixty (60) day notice on our form – turn into the management office on or before the 1st of the month.
3. Follow the Move-Out Cleaning Instructions.
4. Return all keys to the office no later than midnight of the vacate date on your notice. Rent will be charged on a daily basis until all keys are returned to the office.
5. Pay any outstanding charges or delinquent rent.
6. Leave a forwarding address with the management office staff.
7. Leave no damage / trash of any kind in the apartment. Please see the “Move out Cleaning & Replacement Charge Worksheet” for itemized charges.
8. If there has been a pet in the apartment (authorized or unauthorized), the apartment will be treated for fleas. You may have this completed by a professional vendor and provide the office with a receipt or there will be an \$80.00 fee deducted from any security deposit(s) available.
9. If there is carpet in the apartment home, the carpet must be shampooed by a professional vendor and provide the office with a receipt or there will be an \$87.00 deduction from the security deposit(s) available.

The security deposit(s) do not limit the residents' liability for property damages, cleaning, deodorization, defleaing, replacement or personal injuries, as well as landscaping and other outside repairs.

An inspection of the apartment will be made only after you have moved out completely and returned all keys. IF the apartment does not meet the above requirements, charges will be assessed.

Resident Signature

Date

Resident Signature

Date

Owners Representative

Date