



Move Out Acknowledgement Form & Information

Name: _____ Apt #: _____ Date: _____

Move Out Procedure:

1. Move all items out of your room, leaving only (and all of) the furniture and items that we provided.
2. Clean your bedroom, bathroom, and common area completely. **Apartments and rooms must be returned to the same condition in which they were given on the first day of the lease.**
3. Communicate with your roommates to ensure everything is cleaned and back to move-in condition **(any damages or cleaning charges in common areas are split between all residents in the apartment).**
4. Electricity must remain in a resident’s name until the last day of the lease. If everyone is vacating before the lease end date, we recommend that you turn off all lights and the air conditioning to limit costs **(do not unplug any appliances).**
5. Lock your bedroom door and turn all keys in to the office if you do not plan on coming back to your apartment. If you are leaving items in your unit until the end of the lease, please keep your keys until you move everything out.
6. **If you are moving prior to your lease end date, remember that rent is still due on the 1st of the month and will be late on the 4th. If you do not plan to pre-pay, ensure that rent is turned in on time.**
7. Security deposits (if applicable) will be mailed to your forwarding address following final inspections and after all charges have been applied to accounts (up to 14 business days after your lease end date).
8. Hold Over Fee: If you do not vacate your unit by the last day of your lease, a hold over fee of \$150.00 will be charged PER DAY over the expiration of the lease.

Check here if Returned:

Garage Clicker (if applicable):

Apartment Key FOB:

Bedroom Key:

Mailbox Key:

Check here if Missing:

\$50.00

\$50.00

\$10.00

\$20.00

Forwarding Address:

Phone Number: _____ Email Address: _____

Resident Signature: _____ Date: _____

I **DO / DO NOT** (circle one) allow staff entry to my apartment / bedroom for maintenance and cleaning prior to my lease end date. _____ (resident initials) _____ (staff initials)