

# Moving Out

*This is a quick reference please contact the office or refer to the lease for more in depth policies and procedures regarding move out*

## **Move Out Date & Time:**

We will be emailing you with a move out time for the day your lease expires. Everything must be vacated from the property and all trash disposed of inside and outside of the property. All trash will need to be disposed of and cleaned out of the property. Mattresses can be left at the curb for regular city trash pickup (check the city schedule) and will require no less than TWO trash stickers. If there is any trash that is left on or in the property you will be charged \$100 per man per hour.

## **Last Rent Payment:**

Your last rent payment is due July 1<sup>st</sup>

Unless you are renewing your lease

## **Early Move Out:**

If you and your roommates are planning on vacating the property prior to the end of the lease, everyone will need to fill out the Early Release Agreement and have rent paid in full through July. Please contact the office to discuss this. Please refer to the Early Release for more information.

## **Keys & Parking Passes:**

At move in you were given a set amount of keys/parking passes. Each unreturned key/pass is \$50

## **Utilities:**

Notify all utility companies that you need your service disconnected at your address no earlier or later than the last day of your lease. Be sure to give them your new address to send your final bills to.

## **Forwarding Address:**

The security deposit will be mailed to the person the group chose at lease signing. This person is responsible for distributing it amongst the housemates. Please make sure to reference your lease and notify the office if the mailing address has changed.

*It is important that you have made sure that your mail is forwarded by the end lease term – we are not responsible for any lost or stolen mail or packages*