



MOVE-OUT PROCEDURES

In order to receive a refund of your apartment security deposit, you must follow all of these procedures:

- Fulfill the complete term of your current lease contract.
- Give a **60-day written** notice that you will vacate your residence.
- Pay all rent and utility charges through the scheduled day of your move out or lease term. **You will have one final utility bill 45-60 days out.** This will be automatically subtracted from your security deposit.
- Remove all personal belongings from the apartment and clean your apartment thoroughly. If you have changed the décor of the apartment, you must return it to its original condition.
- Provide the office with a forwarding address on or before your move-out date.
- Return **all** keys, gate cards, and **parking permits** on the scheduled move out date. If you fail to turn in any of these items on your scheduled move-out date, you will be charged an additional day's rent. Additional charges for unreturned keys, gate cards, and parking permits will be added to your account. It is acceptable to use a rent-drop location to drop off your keys and forwarding address. Place them inside an envelope with your name, apartment community, and apartment number.
- Deposit refunds will be returned within 30 days of your move-out date.
- Deposit checks will be made payable to everyone occupying the apartment and sent to one address.

Please see the attached itemized list of deductions as a guideline to estimate deposit charges.