**LETTER TO RESIDENT**

**MOVE-OUT REMINDER**

As you prepare for your move out, the rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning (transferring) all of your security as long as you have fulfilled your agreement with us. This includes the following:

Ö**Place all unwanted items for trash or special pick-up**

Ö**Remove all food, debris, and other personal belongings**

Ö**Clean (and defrost if necessary) inside of refrigerator; do not unplug**

Ö**Clean stovetop, oven interior, and any other appliances**

Ö**Replace any burned out light bulbs**

Ö**Sweep all floors**

Ö***Forward your mail and arrange for utilities & cable/ phone (if necessary)***

Ö**Document any and all damage on the Move-Out form**

Ö**Upon leaving, please be sure to fully secure the apartment by locking all windows and doors**

**The designated place to leave the apartment key is on the kitchen table. Secure the apartment on your way out by pushing in the button lock. Any old mailbox keys should be dropped off at the post office when you forward your mail.**

After you have vacated the apartment, it will be inspected for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges beforehand.

Best wishes in the new place you call home!

Sincerely,

Renee Quintanilla

Director, Student Success