

MOVE OUT INSTRUCTIONS:

Once your notice has been submitted for review:

- A final inspection will be conducted by the owner at his discretion following vacancy of the unit. The unit must be returned in the order it was received. Deposit will only be returned if:
 - **Renter has stayed at least 1 year.**
 - **If lease was broken by not staying full year, the remaining months must be paid.**
 - **Written thirty (30) day notice was given upon the first of the month prior to moving or sooner and keys have been returned no later than the 1st of the following month.**
 - **Apartment is clean and undamaged including but not limited to appliances, cabinets, and free from trash and debris.**
 - **\$100.00 will automatically be deducted from the security deposit for carpet cleaning and general cleaning of the entire unit**

Please see “Move Out Checklist” under the “FORMS” tab on this website to see additional charges that you may be responsible for.

If there is any deposit to be returned a check will be issued at the END of the following month and mailed to the forwarding address you provided.