

MOVE-OUT INSTRUCTIONS

You must vacate your apartment by the last day of the month at **11:00 A.M.** and coordinate returning **all keys** to the apartment, building, and mailbox with your building engineer.

- Per the terms of your Lease agreement, you must move out from the rear of the building using the back hallways and stairs.

Make sure that you leave your apartment clean and empty when moving out:

- **Clean Kitchen**
 - Refrigerator (remove food, clean spills, **do not unplug**)
 - Stove (clean grease and food stains)
 - Cabinets (clean inside and out)
 - Sink
- **Clean Bathroom**
 - Toilet
 - Tub
 - Tile/Grout
 - Medicine Cabinet
 - Sink
- **Clean Floors & Closets**
- **Sweep/Mop/Vacuum**
- **Remove picture hooks and nails** (Do not try to fill nail holes - you will not be charged for small nail holes.)
- **Empty storage locker** and remove anything stored in the basement (if applicable)
- **DO NOT** place furniture, large items/boxes, in or around the dumpsters.
 - All garbage must be inside sealed garbage bags before placing in the dumpsters.
 - Failure to remove/dispose of ALL furniture, boxes, debris, etc. will result in waste removal charges and/or damages.
- Please make sure your account is paid in full.
- Provide the office with your forwarding address.