

MOVE-OUT INSTRUCTIONS

- You must vacate your apartment by the **last day of the month at 11:00 AM** per the terms of your Lease Agreement.
- **Return all keys:** apartment, building, mailbox, garage remotes, security gates, etc.
- All moving **must** be made through the **rear entrance of the building**, using back hallways/porches and stairs. Failure to move out in this manner will result in charges for any damages incurred.
- Make sure that you leave your apartment clean and empty.

Cleaning

- **Kitchen:** Refrigerator (remove food, clean spills, **do not unplug**), stove/oven (remove grease and food), cabinets (inside/outside), sink, counters, floors.
- **Bathroom:** Toilet, tub/shower, tile/grout, sink, mirror, cabinets, storage, floors.
- **Floors & Surfaces:** Sweep/mop/vacuum all floors, clean all walls/surfaces, remove nails/hooks. Do not try to fill in nail holes—you will not be charged for small nail holes.
- **Closets & Storage:** Empty and clean all closets, empty storage locker, and remove anything stored in the basement (if applicable).

Trash & Disposal

- Do not place furniture or large items/boxes in or around the dumpsters.
- All garbage must be inside sealed garbage bags before being placed in the dumpsters.
- Failure to remove/dispose of all furniture, boxes, and debris properly will result in waste removal charges and/or damages.

Final Steps

- Cancel all utilities associated with your unit. You are responsible for any utilities in your name through your Lease end date/time.
- Stop [RentCafe](#) autopay. Please make sure your account is paid in full.
- Provide our office with your forwarding address.
- Return [Astound](#) or [Xfinity](#) equipment (mail or in person) to the provider. Tenants will be charged by the internet provider for any unreturned or discarded equipment.