



RE: Move Out Instructions – Your move out day is

Dear Residents(s),

We have enjoyed having you as a resident, and thank you for your help in maintaining and leaving a clean apartment.

We understand that moving can be a stressful time. To assist in making the move out process easier, we are providing you with information on moving out and what is expected of you upon vacating your apartment.

Plan Ahead

- ✓ If you will be using a moving truck to assist you in moving, reserve it now.
- ✓ Notify your utility company(ies) when to end your service the last day of your lease.
- ✓ Provide the post office with your change of address (we do not forward mail).
- ✓ Make sure you set aside plenty of time to clean and vacate the apartment. (It always takes longer than you may think). If you do not plan on cleaning the apartment, please let us know and we can plan accordingly. However, be aware that it is your responsibility per the lease to leave the apartment clean.

If we have to arrange for cleaning of the apartment, it will be charged back to you.

After you have removed your belongings and have vacated the premises, you must **return your apartment keys and mailbox keys along with a forwarding address and current phone number *no later than noon*** on the last day of your lease term.

If you have not completed the enclosed checkout list and forwarding information and returned your keys, parking tags, garage door openers, to our office by **noon** on the lease end date there will be a per day fee applied to your account which will be directly deducted from your security deposit. This fee may be up to three times your daily rental rate. If you fail to move out by noon on the day your lease expires, we will proceed in any manner permitted by law to remove the resident and recover any damages for the holdover.

Unless otherwise agreed to in writing, the landlord will not store any items of personal property that the tenant leaves behind when the tenant removes from the premises. Except for prescription medicine or prescription medical equipment, the latter of which will be retained by the landlord for 7 days from date from which the landlord discovers the property after which time the landlord will dispose of it.

If you plan on moving out prior to your lease expiration date, please contact our office to let us know what date you will be leaving the apartment.

Thank you for your cooperation!
Newport Realty Properties, LLC