

Tenant Move-Out Checklist

Thank you for making our property your home sweet home!

We hope you've enjoyed living in your FrontDoor apartment and wish you the best of luck in your future endeavors. If there was anything that we could've done to make your stay more enjoyable, please let us know!



Here's some helpful information to ensure your move-out goes smoothly.

Fill out a Notice to Vacate Form

At least 60 days prior to your scheduled move-out, you should fill out a Notice to Vacate Form. This form gives the Leasing Staff the official notice that you will vacate your apartment at the end of your lease and provides you the date and time of your move-out inspection. Most importantly, you will indicate where we should send your security deposit after you move-out. A copy of this form is located on our website and in the Leasing Office.

Schedule a Move-Out Inspection

You will schedule this inspection on your Notice to Vacate Form. If you have not done so already, please notify our office as soon as possible as many of the slots fill up quickly near the end of the month. Please keep in mind that although you are not required to be present for your inspection, we highly encourage you to be present for your apartment's inspection.

Remove Your Belongings & Clean Your Apartment

*Your apartment must be returned in a completely clean condition. Full details of what will be inspected by our Leasing Staff are located on our website or in the Leasing Office. Remember that **EVERYTHING** must be cleaned, inside the oven, above and inside the cabinets, even the shelves in the closet. Everything must be cleaned. If your apartment is not returned in a clean condition, you will be assessed a cleaning fee.*



We do offer a contracted maid service that will clean your apartment. In addition to saving you hours of cleaning – should you decide to use this service we guarantee* that you will not be charged for any cleaning fees. Prices for this service are based on the size of your apartment and number of bedrooms. Contact a Leasing Consultant for further details about this service. We believe that this service will save you time, frustration and money in the long run. This is **HIGHLY** recommended.

* Additional fees may apply for extraordinary cleaning requirements.

Tenant Move-Out Checklist, continued

Return Keys

All keys (including: keycards, apartment keys, mailbox keys and garage/gate openers) must be turned in upon completion of your inspection. Failure to return keys can result in the forfeiture of your security deposit.

Packages, DVDs and Mail

Before you leave, ensure that you've picked up your packages and mail. Also, return any DVD rentals to the Leasing Office. Don't forget to have your mail forwarded by filling out the form located on the Post Office website <http://www.usps.gov>.

Security Deposit

Rest assured that your security deposit will be sent out to the address provided on your Notice to Vacate Form within approximately 30 days of your lease ending date.

Your security deposit will be returned in full provided all the terms and conditions of your lease are satisfied. The full security deposit refund policy can be found in your lease paperwork, on our website, or in the Leasing Office.

Some of the most common reasons for not returning a full deposit include, but are not limited to:

- 1) All keys are not returned to the Leasing Office on or prior to move-out.
- 2) Notice was not given 60 days prior to lease expiration date.
- 3) Damage to property beyond fair wear-and-tear.
- 4) Entire apartment not cleaned or unsatisfactory move-out inspection.
- 5) Indentations in wood or tiled resilient flooring more than wear-and-tear.
- 6) Carpets and/or hardwood floors are dirty.
- 7) Trash and personal property remains in the apartment.
- 8) Delinquent rent or unpaid charges.

As always, should you have any questions, please do not hesitate to contact a Leasing Consultant!