



MOVE OUT INFORMATION

As you are preparing to move out, before July 31st, 2015 @ 12pm noon, there are a few details we want to remind you about to help make this process easier for everyone:

Remember to do the following before 7/31/2015 @ 12pm noon:

- 1) Fill out a move out notice if you have not done so yet. (Attached)
- 2) Remove **ALL** personal items and garbage from the apartment. Both in your room and common area.
- 3) The apartment should be left in good condition, normal wear and tear accepted, please clean as necessary.
- 4) Turn in **all** keys and car decal prior to move out:
 - Front Door Keycard - \$25 if not returned
 - Bedroom Door Key - \$25 if not returned
 - Mailbox Key - \$25 if not returned
 - Car Towing Decal - \$50 if not returned. We DO NOT need the BAI decal returned.
- 5) Pay any outstanding balance and make sure your account shows 0, however this may **NOT** be your final balance (see below).

Below is a list of possible Move Out charges that you could be billed for after you move out:

- **Electric Overages:** The electric bill for July 2015 will not arrive until the first week of August 2015 so you may see charges after move out but please make sure your account is at 0 when your keys are turned in.
- **Mail Forwarding:** All residents who are moving out and choose to forward their mail must visit postalforwarding.com and complete the required forms as well as pay the fees for this service. The US Postal Service will not forward your mail. If any forms are filled out through the United States Post Office they will be turned over to Postal Solutions to handle. You can call the 34th Street Post Office to verify at (352) 334-7601 or visit www.uspostalsolutions.com for further info.
If you have no mail to forward DO NOT fill out any forwarding forms with Postal Solutions or the US Post Office.
- **Damages, Trash, and Personal Belongings Left Behind (\$35 per Bag):** After you move out we will walk your apartment. If there are damages to the apartment, you are solely responsible for your bedroom and will share in the cost for the Common Areas.
 - If your roommate caused damage in the Common Area, it is your responsibility to get them to put it in writing that they will take the full charge for the damage otherwise all residents will be charged equally.
 - If you plan on moving out before or after your roommates, be sure to decide with them who will make sure all items are removed from the common areas (Kitchen, Living Room & Patio). Do not call and say that you left before your roommate and they were supposed to clean the common area and remove all items. It is the responsibility of ALL residents in the apartment to make sure this happens. The cost for 1 bag of items or trash left in the apartment is \$35 per bag. Take or throw away what you do not want in the existing trash facilities or any of the additional dumpster on the property during this time.
- **Cleaning of Bedroom/Bathroom/Common Areas (including Patio):** There will be charges for dirty areas of the apartment if you do not clean. Before you move out we ask that you clean the apartment as best as you can. We expect that all areas of the apartment are left in clean condition.

*** Pictures will be taken for any and all cleaning/damage charges. ***

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