

MOVING?

1. **SUBMIT YOUR MOVE OUT FORM.** You **must** provide 30 days' notice. Move out forms are available at the front desk. You may leave the form in the rent collection box in your building's lobby.
2. **SCHEDULE A PRE-VACATE INSPECTION.** We will require access to your unit to assess what work may be required to prepare the unit for the next resident. If you have any questions regarding your responsibilities i.e.; painting, repairs, etc. you may walk the unit with the building superintendent.
3. **CLEAN THE APARTMENT.**
 - ✓ **Kitchen Counters and Cabinets-** Countertops and sinks should be wiped down. No food debris or dishes should remain.
 - ✓ **Appliances-** All grease and grime should be removed from interior and exterior. Wipe down doors, racks/shelves, and broiler if applicable. Please leave appliances plugged in.
 - ✓ **Bathroom-** Wipe down tub, fixtures and shower rod. Clean wall tiles. Sweep and mop bathroom floor.
 - ✓ **Remove all furniture and belongings from your apartment.** Any items left behind will be subject to penalties.
 - ✓ Patch and repair any holes in the walls.
 - ✓ Repair or replace anything that has been damaged or destroyed during your occupancy.
 - ✓ Cancel all utilities under your name.
4. **GIVE YOUR KEYS TO BUILDING SECURITY.** If you maintain keys after your confirmed move out date, you will remain responsible for rent until we have received keys.