# Move-out made easy.

Moving is tough. We know you have a lot going on, and we thought a quick checklist would make life a bit easier. Below are the steps so you can be prepared:

# PRIOR TO MOVING OUT:

- Schedule a pre-move out inspection and a move out day walk through with the office
- Schedule your disconnection of utilities, including electric and gas to align with your lease end date
- Schedule the elevator or loading dock
- Forward mail with post office
- Provide forwarding address to office
- Opt-in to TIDY (optional)
- Schedule a bulk furniture/trash pick with your local waste management provider

# **MOVE-OUT DAY & AFTER**

- Ensure account balance is at zero
- Return all apartment keys, parking decals, and remotes issued at move-in
- Pay final utility bills when turning in keys
- Return all cable box equipment to provider
- Ensure all contents are removed from home
- If after hours move out, send photo of all keys, decals, and remotes to office to confirm move-out.
- Security Deposit processed within 10 days of lease end date



# Choose TIDY and enjoy a hasslefree, cleaning-free move-out experience.\*

Your apartment is expected to be returned to us in the condition that it was received. By paying a minimal upfront fee, you can leave the move-out cleaning to us! Save time, money and stress, plus, we guarantee that the cleaning will meet lease requirements.

### **INCLUDED**

**Empty refrigerator** 

Clean all appliances, kitchen cabinets, & counter tops

Clean bathrooms

(including tub/shower, toilet, sink)

Clean blinds & windows

Standard carpet or floor cleaning

## **NOT INCLUDED**

Damage beyond normal wear & tear

Trash & bulk item removal

Carpet spot treatment or replacement

Hardwood floor repair, refinishing, or

replacement

Painting or accent paint cover-up

OPT IN TO TIDY Resident Information	<ul><li>☐ Studio \$200</li><li>☐ 1 Bed \$225</li></ul>
Name —	☐ 2 Bed \$275
Apartment #	☐ 3 Bed \$300
Signature —	☐ 4 Bed \$325
Date	<ul><li>No thanks, TIDY Cleaning Service isn't for me.</li></ul>

If our TIDY Cleaning Service isn't for you, not to worry. Cleaning charges will be assessed as part of the move-out process.

Call or email the office team for more information.

