

MOVE-OUT REMINDERS

the moving process puts a lot on your plate. use these helpful reminders to stay on track!

- ✓ **Review our Cleaning Expectations Document.**
- ✓ **Schedule your Pre-Move Out and Final Inspection in advance** with our Facilities Department and be ready for us on the day of the inspections! Please note that we charge \$65.00 for the first missed appointment and \$100.00 for all missed appointments after that.
- ✓ **If you choose not to be present for your Final Inspection you must drop your keys (door, mail, and laundry) off at the office in advance.** After hours, clearly label your keys with your name and apartment number and drop in our mailbox next to the front door of the office.
- ✓ **You must provide us with the receipt** for any professional cleaning/carpet cleaning done in your apartment and be sure to keep a copy for your records.
- ✓ **Leave NOTHING behind!** You will be billed for staff time to remove items left behind and for dump charges.
- ✓ **Our trash enclosures are only for normal household garbage.** Do not dump furniture, electronics, or other bulky items in the trash enclosure. You will be billed for the disposal if you leave any of these items in the trash enclosure. See the attached Arcata Move Out Flyer for information on disposal options.
- ✓ **Leave your utilities on for one week after your Final Inspection.** If they are not on, you will be billed the service charge for turning them back on for cleaning and maintenance.
- ✓ **Submit your change of address with the US Postal Service.**
- ✓ **Cancel your AutoPay** for rent on your Tenant Portal or with your bank.
- ✓ **At the end of your lease, you retain possession of the apartment until your keys are returned** and you will be held responsible for additional days of rent up until the keys are returned.
- ✓ **YOU are responsible for returning Suddenlink or ATT equipment to their offices.** Do not leave in your apartment as we are not able to return your equipment.
- ✓ **Make sure that all light bulbs are working, and that smoke detectors/carbon monoxide detectors have working batteries.**
- ✓ **Per your lease, your Security Deposit may not be used to pay your last month's rent** so be sure to pay your last month's rent on time.

As always, let us know if you have questions by calling (707) 444-2919!

