

# Nord Gardens Townhouses

## Move-Out Information

# \_\_\_\_\_

### How Your Move-Out Works:

**1. Call the office and schedule your walk-through.** Your move-out day and walk-through appointment must be on or before the last day of your lease. Please note your presence at a walk-through is optional and not a requirement on your part. If you would like to be there, please contact us several days before your move out to schedule your appointment. We will not be able to re-schedule, so please plan accordingly. You can move out at any point before the end of your lease, however, if you choose to vacate early, you will still owe rent until the end of the lease.

**The last day of your lease is \_\_\_\_\_.**

**Your pro-rated rent for that month is \$ \_\_\_\_\_ per person.**

**2. On the day of your walk-through, we will come to your house and inspect it. Please have all of your belongings out of the entire apartment at this time.** Have all your planned cleaning done by this time. In this packet is the "Cleaning Guidelines," and we suggest starting with item #1 and going straight through the list, marking off each item as you go. This is the best way to get the greatest amount of your deposit back. Damage to the townhouse will be repaired and the cost deducted from your deposit. An estimated price list is attached for your reference. Carpet cleaning will also be charged against your deposit. Any unpaid balances on your account (for unpaid rent, late fees or maintenance charges) will be deducted from your deposit.

**As of today, your total unpaid balance is \$ \_\_\_\_\_.**

**Your total security deposit is \$ \_\_\_\_\_.**

**3. You have also received a "Security Deposit Disposition" form. READ THIS CAREFULLY!! You must turn in this completed form at your walk-through or have already turned it in to the office to ensure a speedy return of your deposit.** This form must be signed by everyone on your lease for it to be completed properly. After the inspection, we will collect the keys to your apartment. The keys given to you were house keys and mail keys. We will expect one house key from each lessee: 4 residents = 4 keys and 1 Pool/Workout Room key. You will be charged for re-keying the house and/or replacing your Pool/Workout Room key, if you do not turn in all of your keys. This day will be the last day you can legally enter the apartment.

**If you have any questions regarding this notice, please come to the office. Good luck to you and thanks for renting at Nord Gardens!!**