

MOVE-OUT PROCEDURES

YOUR LEASE ENDS TUESDAY, AUGUST 16, 2011 AT 12:00 NOON. All occupants must be out by this time in preparation for incoming students. NO EXCEPTIONS.

Per Lease, except for ordinary wear and tear, tenants must leave the unit in good and clean condition (see the Checklist on the following page). Failure to do so will result in charges to your account based upon the terms of your Lease.

This means Tenants must:

- COMPLETE THE CHECKLIST ON THE FOLLOWING PAGE.**
- REMOVE ALL PERSONAL PROPERTY.** Properly dispose of garbage, food, refrigerator contents, toilet articles, etc., in trash receptacles outside. *Tenant's large items (e.g., sofas, bikes) may not be left anywhere on or about the premises.*
- SET UP FURNITURE FOR INCOMING RESIDENTS.** Furniture may not be left in basements or attics. *Properly set up any beds, bunks and frames that have been disassembled or moved.*
- HOUSES** must take garbage to curb for pick-up. **Yards and Porches** must be free of litter, trash, cigarette butts, broken glass, furniture, etc.
- CALL UTILITY COMPANIES TO REQUEST "FINAL METER READINGS".** *Do NOT shut off any utilities! Have the service "returned" to Campus Realty.* Contact information is available on the Campus Realty web site at www.campusrealty.com.
- CONTACT TELEPHONE AND CABLE COMPANIES TO HAVE SERVICE TERMINATED.**
- RETURN KEYS TO THE OFFICE.** After hours, put the keys through mail slot in an envelope marked with tenant's name and address.
- NOTIFY CAMPUS REALTY WHEN THE LAST OCCUPANT HAS DEPARTED.**
- CONTACT POST OFFICE TO FORWARD MAIL.** Tenants will **not** have access to mailboxes after the lease ends. Address changes can be accomplished on-line. Contact information is available on the Campus Realty web site at www.campusrealty.com.
- CANCEL NEWSPAPER SUBSCRIPTIONS IN YOUR NAME.**

CHECKLIST

LIVING ROOM

- Remove tenant's own furniture and personal items.
- Set up Campus Realty furniture.
- Clean dirty tabletops.
- Vacuum

KITCHEN

- Remove garbage and food.
- Clean oven and broiler pans.
- Clean stovetop and drip pans.
- Clean out refrigerator.
- Mop floor.
- DO NOT TURN REFRIGERATORS OFF!

BATHROOMS

- Clear cupboards and medicine chests.
- Remove shower curtain.
- Clean tub and remove soap scum.
- Clean toilet.
- Clean sink and mirror.
- Mop floors.

BEDROOMS

- Remove tenant's belongings.
- Set up BEDS, BUNKS AND FRAMES.
- Vacuum

BASEMENT AND ATTIC

- Remove tenant's personal items.
- Wipe washer and dryer clean.
- Return any stored furniture upstairs.

BALCONY

- Remove tenant's personal items.
- Sweep up debris.

GARBAGE

- Take trash to receptacles.
- Houses clean up yard, porches, etc. and take cans to the curb.

GENERAL

- Remove nails, tacks, and putty from walls.
- Put screens in windows.
- Dust Blinds.
- Vacuum
- Remove bikes.