

MOVING OUT

In order that we may inspect your apartment and promptly arrange for the refund of your Security/Damage Deposit, we request that you do the following:

1. Notify the management office of your expected departure date and supply your forwarding address (and telephone/email contact).
2. In order to ensure a full deposit refund, your apartment must be left in “move-in condition.” We suggest particular attention to these areas, which are most often the ones for which we must assess charges:
 - a) Refrigerator—washed, and wiped clean inside and out. Please turn off ice maker
 - b) Stove cleaned thoroughly inside and out, including drip pans under burners. **DO NOT USE OVEN CLEANER DIRECTLY ON BURNERS** as it has a corrosive effect.
 - c) Remove all trash, garbage, etc.
 - d) Cabinets wiped clean inside and out.
 - e) Soap scum removal on all bathroom fixtures (especially shower doors, faucets)
 - f) Floors-vacuumed or swept and scrubbed clean.
 - g) Carpet-vacuumed and shampooed.
 - h) Walls-wash as necessary (especially around light switches). **DO NOT touch-up with paint.**
 - i) Washer/Dryer-remove all lint and wipe tops and sides clean

For your convenience, we can arrange for a cleaning service to do your final apartment clean. This cost can simply be deducted from your deposit or it can be paid directly to the cleaning professional. Average cleaning fees can range anywhere from \$125.00-\$500.00 depending upon the size of the unit and the depth of cleaning required.

3. Notify the post office, newspapers, and periodicals of your change of address.
4. Notify all utility companies for a final reading of all meters and cessation of service. LACLEDE GAS: (314) 621-6960 AMEREN UE: (314) 342-1000.
5. The security deposit CANNOT be used by the Tenant as the last month’s rent. To avoid late charges and penalties, the last month’s rent must be paid ON TIME as in all previous months. Upon your vacating the apartment, an inspection will be done, and your security deposit will be returned within thirty (30) days as required by state law.
6. Arrange for ALL KEYS and any garage or gate openers to either be left in unit, delivered to management office or delivered in person during final walk-through of unit. Failure to turn in keys will result in additional fees deducted from security deposit.
7. After you have moved out a final walk-through/inspection of your space will be conducted. If you would like to be present for this final walk-through, please contact the office to schedule a time that is convenient for you.