



Move Out Instructions

Dear Tenants,

Please read and complete the following move out instructions.

1. Remove all trash and personal items from the interior and exterior
2. **NO** items are to be stored or left for new tenants.
3. Sweep all vinyl and hardwood flooring. Vacuum all carpets.
4. Clean all windows and secure screens.
5. Clean and wipe down all kitchen and bathroom cabinets.
6. Replace anything that has broken during your residency. For example, light fixtures, outlet covers, blinds, etc.
7. If you have painted any walls, etc. you are responsible for restoring it back to its original color, if you do not, we will have it painted and you will be charged for it. Also, any holes in walls need to be patched.
8. Any doors or door frames that are damaged must be reported to College Parke for repair/replacement or this will be done and charged to you upon move out.
9. Windows/glass broken must be repaired also.
10. Turn in all keys to our office (front door, bedroom, mailbox, gate readers, garage door openers, etc.). Be sure to leave a forwarding address to ensure your reconciliation reports are mailed out to the correct address. Your report will be mailed out within 30 days of the lease expiration date.

Any of the above items that are not taken care of are subject to an additional charge if we have them taken care of for you to compensate our inconvenience during the busiest time of the year for us. When your keys have been turned in, it is assumed that your apartment is vacant. You **MUST** vacate the property by your lease end date. We will not be held responsible for personal items remaining in the apartment.

Thank you,
Management