



MOVE OUT INFO FOR RENEWING TENANTS

** Note: This memo is sent to all residents that have one or more roommates vacating in their unit! **

We hope that you are enjoying your summer! We want to thank you for living with the Winkler Organization! Without **you** our company would not be possible and we appreciate having you as a resident in our apartments.

If you are a vacating tenant preparing to move out, please visit our website to review the Move Out Cleaning Guide, or you may come by our office located at **215 Boone Heights Drive, Suite 100** and pick up a copy. This will inform you of the cleaning that is expected when you are vacating your unit. **Please be a courteous roommate! Whether one, two, three, or all of your roommates are moving out, the cleaning guide should be followed so that the new tenant moving into a partial renewal unit will have a clean apartment to move into on the specified date.**

Your cleaning is expected to be up to our standards; please refer to the cleaning guide for the specifics. If there are charges, you will be assessed accordingly taking normal wear and tear into consideration. **Do not shampoo carpets** but do spot clean where necessary. To aide in the refund of your Security Deposit, replace burned out light bulbs with proper wattage bulbs, missing or broken door stops, screens, proper drip pans under stove eyes, smoke detectors, towel bars, and toilet paper spools. All of these can be purchased at Lowes far cheaper than we can have our maintenance staff replace them.

You must be moved out and your unit key (NOT mailbox) turned into our office by 11:00 AM on July 29th (Lofts are July 24th and 25th)

Please bring your key to our office and pay any outstanding balances due. We have provided envelopes in the office for the keys to be placed in. **Please do not leave your door key in the unit; however mailbox keys must remain in the unit.** You will be charged if it is not returned to the office by the specified time.

Please do not call the office to request information on your Security Deposit Settlement as this cannot be answered over the phone. Your security deposit settlement will be emailed to the address on file, along with an e-check to print out that can be taken to your local bank. Please be sure you update your email address within your tenant portal to one which can be used to print the check immediately upon opening. The e-check and statement will be emailed within 30 days of the lease expiration.

If you have any questions regarding these move out procedures, please feel free to call or email us. Again, we have appreciated you as a tenant and wish each of you much happiness and success in your future!