



## MOVE OUT INFO FOR VACATING 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 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 key turned in to our office by 11:00AM on July 29<sup>th</sup>**

Please bring your key to our office, pay any outstanding balances due and leave us a forwarding address for your security deposit settlement report to be mailed to. We have provided envelopes in the office for the keys to be placed in. **Please do not leave your key 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 mailed to your Lease Guarantor **OR** to the forwarding address provided on our **"Change of Forwarding Address" form on our website.** The Security Deposit Settlement will be mailed within 30 days of your 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!