

MOVE-OUT PROCEDURES

CHECK-OUT TIME: Pursuant to your lease, check-out time is no later than 12:00 noon on May 31st.

WHAT TO DO PRIOR TO THE MOVE-OUT INSPECTION:

- ✓ **CLEANING:** Please use the "Cleaning Procedures" to assist in your cleaning check-out. You can find this document on our website, www.highlandpm.com. Just click on the "residents" tab.
- ✓ **REMOVAL OF ALL ITEMS:** If any personal items are left behind, you will be charged for the removal of the items plus the cost of storage.

WHAT TO DO PRIOR TO LEAVING:

- ✓ **UTILITIES:** All utilities must remain on and in your name until the termination date of your lease. **DO NOT SHUT OFF YOUR POWER BEFORE MAY31!**
- ✓ **FORWARD ALL MAIL:** Be sure to have all mail forwarded to your new address. Please visit USPS.com to forward your mail with the post office.
- ✓ **GROUNDS CLEANUP:** CLEAN UP ALL GARBAGE/CIGARETTE BUTTS OUTSIDE.
- ✓ **GARBAGE:** DO NOT LEAVE ANY GARBAGE inside/outside the unit or on the street. Your garbage must be removed by Pullman Disposal prior to vacating the premises. If your unit shares a dumpster, please place all garbage INSIDE of the container! NO FURNITURE allowed in dumpsters, subject to fines.

You must call Pullman Disposal @ 334-1914 to request a special garbage pickup date to coincide with the date you are checking out, please provide them with 24 Hours Notice to ensure pickup. (If you are vacating on a weekend you must schedule them to pickup garbage the first available day prior i.e., if you are vacating Saturday then you must schedule Pullman Disposal to pick-up all garbage on Friday).

- ✓ **SECURING YOUR UNIT:** Prior to your key return, please be sure to lock all doors and windows in your unit.
- ✓ **KEY RETURN:** All keys (including entry, mail, garage door...etc) and garage door openers must be turned into the office before 12PM – noon May 31st. Failure to do so will result in a lock change out charge (\$100 minimum per lockset). **DO NOT LEAVE YOUR KEYS IN THE UNIT.**

IF ALL KEYS ARE NOT DELIVERED TO OUR OFFICE by 12PM - noon May 31st, the “release of possession” of your unit is not complete until all keys have been turned in. Absent this key return, and a clear release of possession, rent charges may be assessed beyond your lease expiration on a month-to-month basis.

FINAL ACCOUNTING:

Your lease specifies that we will forward a final accounting of any charges against your security/damage deposit together with any refund due in 21 days following the lease termination (May 31st). If there is any amount that your deposit did not cover, then this will be specified as a balance due is due upon receipt.

Your security/damage deposit was typically paid proportionally per the number of roommates in your household; however, per the terms of your lease, you are jointly and severally liable for any charges made against your total deposit amount. In other words, any individual amounts owed for unpaid rent, late charges, damages, etc., will be assessed against the collective deposit.

If requested any deposit balance may be divided by the number of roommates and mailed to the forwarding address(es) specified. Any individual roommate can “forfeit” their right to their portion of a deposit refund simply by contacting us via email – and any refund would be split among the remaining individuals.

Highland will verify your permanent address in the coming weeks. If Highland does not have a valid permanent address on record, please be aware that the final accounting statement and any deposit refund will be mailed to your last known address (which is your unit).

The cost to reissue a check is \$30, and will not be waived under any circumstances.

**THANK-YOU FOR CHOOSING TO RENT FROM HIGHLAND PROPERTY MANAGEMENT AND
WE HOPE THAT YOU HAVE AN OUTSTANDING SUMMER!**