This is to confirm your move-out date of 1/12/21 and to provide detailed departure instructions.

\_\_\_\_\_Please leave all unit keys, mailbox keys, any building access keys or access cards, parking permits or tags, and any garage openers in the apartment on the kitchen counter and lock the door using the lock on the door handle.

There will be a fee charged for all items not returned, $100/key and $100/remote, fob or access card.

\_\_\_\_\_ Remove all personal belongings from the apartment.

Any items left in the unit will be discarded and a fee will be charged for removal.

\_\_\_\_\_ Remove all food from the refrigerator & cabinets.

Any food items left in the unit will incur a fee for removal.

\_\_\_\_\_ Remove all trash from the apartment.

Any trash left in the unit will incur a fee for removal.

\_\_\_\_\_ Report any broken items or items in disrepair.

Any items missing ex. hangers, towels, kitchen items will incur a fee for replacement.

\_\_\_\_\_ Remember to empty your mailbox & complete a mail forwarding slip for

your new address. You can do this online at [www.usps.com](http://www.usps.com/).

City Place Relocation is not responsible for lost/missing mail and cannot access the mailbox upon your move out.

\_\_\_\_\_ Leave the thermostat set on 76 in the summer and 68 in the winter.

\_\_\_\_\_ The apartment should be left in the same condition as it was at the time

of move in. Additional charges will be applied for damages, missing items, and excessive cleaning.

\_\_\_\_\_ Please log out of any accounts you connected to the TV. (Netflix, Hulu, amazon, etc.)