

We are sorry that you have chosen to move, but we wish you well. In order to make your move as easy as possible, we have created this guide. It will help you understand what to expect from us and what we expect from you when you move. Please review this information and feel free to call us if you have any questions.

* If you have not already done so, you need to notify the Leasing Office in writing by completing the 45 Day Notice to Vacate, with your move out date, your forwarding address and the reason you have decided to move. Move out forms are available on our website, **www.LFRrentals,** or from the Leasing Office. Per your lease, you need to give the Leasing Office a 45-day notice to vacate. Failure to give a 45-day notice will result in a forfeit of any refund of your security deposit. Also we cannot refund your deposit without a forwarding address.
* **Your security deposit is cannot be used as your last month’s rent.** Your rent must be paid in full for the month you plan on moving. Your security deposit is to cover any damages/repairs and/or cleaning made to your unit. If you do not move out by the end of the paid month, you are responsible for another month’s rent or a prorated amount which is determined when all your keys are returned to the office.
* If you receive Metropolitan Housing Assistance, you also need to notify them of your intent to move in writing.
* If you have Premium cable services, internet or land line phones, you also need to contact providers to have your service turned off. Please be sure that they ***do not disconnect*** “Basic or Standard” cable services in your unit.
* Move out hours are between 8 AM and 8 PM. Please be considerate of your neighbors as you move through the hallways. (Canal Place residents may not move out items through the community room doors.)
* You must remove all of your furniture, personal items, trash/debris and leave your unit in the same condition as you found it. All surfaces should be wiped clean in the kitchen and bathrooms, and floors swept/vacuumed and appliances cleaned. Failure to leave your apartment clean and completely empty will result in additional charges and fees, which if not covered by your security deposit are additional fees you will owe. You will automatically receive a 1099 Miscellaneous Income form at the end of the year, which may impact future financial assistance. Any outstanding balance will be reported to credit agencies as well.
* Be careful and considerate of other residents as you move through the hallways and common areas.
* Be careful not to damage walls, carpets, and/or fixtures (including sprinkler heads and emergency lights) in your unit and in the common areas as you move. You will be charged for any damage occurring as a result as a result of your moving, whether in or outside your apartment.
* Pick up and carry all furniture, boxes and other items. Do not drag them across the carpet, as this will cause permanent damage, for which you will be billed for to repair.
* Do not hold the elevator as other residents use and need to it to get around the building. Please use the “DOOR OPEN” button to hold the elevator doors instead of manually holding them open.
* Do not block the hallways, stairwells, common entry/exit doors, parking facilities with furniture or boxes as you move. This is a fire hazard and impacts the safety of you and others in the building in case of an emergency.
* Security doors at entrances/exits need to be closed when you are not in the area. ***Do not prop open doors and leave unmonitored by an adult.*** The doors need to be securely closed and locked at all times for the safety and security of other residents. Please ask the Leasing Office if you are not sure what exit to use for your move.
* Do not throw large items down the trash chutes or leave any furniture or other items in the community room or common areas. It is your responsibility to make arrangements to get rid of large boxes and furniture at your cost. We cannot get rid of these items, and if we have to remove, it will result in an additional cost to you, as we also have to pay to have them removed.
* Prior to or upon completion of your removing your personal items, you need to schedule a Move Out Inspection with the leasing office. Someone will walk through the apartment with you to note any damages and collect your keys. You will receive a copy of the inspection report for your records.
* The date we receive your keys will be considered your move out date. You will be charged rent through that date, regardless of whether or not you are actually living in the unit. Therefor it is imports to turn in your keys when you leave. Failure to turn them will lead to an eviction hearing judgement.

A summary of typical charges related to moving out is included. Please review this carefully to avoid unnecessary charges to your move-out final bill. Your lease agreement states that the Company holds your security deposit:

 *“...as security during the term of this lease, or any renewals thereof, for the following conditions:*

 *(a) To pay the cost for restoring the apartment to its identical condition, normal wear and tern excepted, when leased including, but not limited to, repairing any holes in the walls/doors, repairing burns, stains, or any damages to the
 carpeting and countertops, painting or repairing premises or appliances, or any other damages caused by Tenant, or in the alternative, at the Landlord’s discretion, liquidated damages for any breach of any of the conditions or covenants of this
 lease, including reasonable attorney’s fees in the enforcement of any provisions of this lease. Should the damages caused
 by the Tenant exceed the amount of said security deposit, Tenant shall be liable for the excess amount above and beyon
 the deposit.”*

Please keep this provision in mind as you prepare to move out and return possession of the apartment to us.

**Cleaning —** Management must pay for cleaning services and supplies if your apartment is not left in “move-in ready” condition. Leaving a unit unclean is not considered “normal wear and tear”. If a cleaning person is needed to clean your unit, we will deduct the amount paid to the cleaner plus 20% for materials, supplies and administrative costs.

**Painting**— The need to paint a unit after at least one (1) year’s occupancy is considered “normal wear and tear”. However, the need to prime and/or repair walls due to heavy damage, marks and spills, smoking, candle soot, grease build-up, pet damage, unauthorized painting/stenciling, wallpapering, etc. is not considered “normal wear and tear.

*Please Note: We do not charge for small nail holes caused by hanging pictures, please do not try to repair yourself as the walls have a texture to them. If there is an excessive amount of holes or larger nail holes you will be charged for those.*

**Repairs/Replacement of Items Removed**—If any item(s) is missing or damaged to the point it must be replaced, you will be charged for full replacement value, plus labor costs to install. Please see attached Cost Schedule for typical costs. Costs are subject to change at any time without notice.

**Keys and Gate Openers**—Because this is a secure building, we take the loss/non-return of keys and gate openers very seriously. You enjoyed the comfort of knowing the building was safe and secure while you lived here, and other residents want the same courtesy. Please return them or you will be charged.

**Removal of Furniture and Other Personal Items or Trash**— You will be charged $50-$100 per item of furniture if we have to remove furniture or if we have to remove items left in your unit. The cost includes removing and disposal the items and labor.

**Pet Cleaning Costs –** Anyone with a pet will be charged automatically for shampooing of carpets and/or floor cleaning. If necessary, you may also be charged for flea treatment. If there is damage to the unit cause by your pet, you will be charged to repair or replace damaged areas/items. Even if you have cleaned the carpet before you leave, you may still be charged to clean and eliminate odors or be charged replacement fee.
 **THIS IS MEANT TO BE A GUIDE AND IS NOT AN ALL-INCLUSIVE LIST OF REPAIRS AND/OR POSSIBLE COSTS. YOU CAN BE CHARGED FOR CLEANING AND REPAIRING ITEMS THAT ARE NOT LISTED, IF THE COMPANY INCURS SUCH CHARGES. THE
CHARGES LISTED ARE “TYPICAL” COSTS FOR CLEANING AND/OR REPAIRING AN ITEM(S) MISSING OR DAMAGED. YOU WILL
BE RESPONSIBLE FOR THE HIGHER COST INCURRED BY THE COMPANY.**

**Any outstanding balance owed will be sent to a collection agency for repayment. Company and all credit reporting agencies. A 1099 Miscellaneous Income form may also be issued to any Residents for damages and unpaid rent at the end of the year by the Company if the balance for repairs exceeds your security deposit. This may impact future financial assistance to you as this must be claimed as additional income. It is in your best interest to leave the unit in the same condition you received it when you moved into it.**

**We have made every effort to offer you a clean and safe living environment and appreciate your cooperation. It will be looked upon favorably if you need a recommendation or reference for future housing.**