



812.339.8777 Tel 812.334.2507 Fax
info@TenthAndCollege.com

MOVE OUT INSTRUCTIONS

Cedarview Residents,

The following should answer your questions about Move-Out Procedures as well as tips on maximizing your Security Deposit Return. Please read this IN FULL before contacting our office with questions regarding the move-out process.

MOVE-OUT CHECKLIST: Please find attached to this email the Move Out Checklist which will cover a majority of the items that will need to be addressed for Move Out. PLEASE READ THIS ENTIRE DOCUMENT AS IT WILL BE A TOOL IN HELPING TO MAXIMIZE YOUR SECURITY DEPOSIT RETURN. Please note that notices for move-out inspections times will NOT be posted until late July / early August when it is closer to Lease Termination. However, if you have plans to move out earlier than your Lease End Date, please contact our office to schedule your move-out inspection.

Some Key Items to Remember:

EARLY MOVE OUTS: If you and ALL roommates (if more than 1 resident) plan to move out prior to your lease end date, you may schedule a *preliminary* move out inspection. However, your lease will not terminate until the contractual termination date. If the apartment remains vacant and unchanged from the preliminary inspection through the end of your lease, the preliminary inspection will be used as your final move out inspection. REMEMBER - you are still responsible for utilities & rent payments through the end of your lease term. Please see below for more information about the move out inspection process.

MOVE-OUT INSPECTION: All roommates must be out of the apartment, all cleaning must be completed and all personal belongings must be removed from the property PRIOR to the scheduled move-out inspection. If we are not able to perform the move-out inspection at the designated time for your unit and our staff has to return for a second inspection, **you will be charged a minimum of \$100.00 for a re-inspect fee.** So be sure you plan accordingly for your move-out arrangements!

UTILITIES: All mandatory utilities outlined in the Lease Agreement must stay on in the Resident's name until the end of the Lease Term. Please be sure to contact Duke Energy to schedule a transfer of service to Cedarview Management for your Lease End Date. Do NOT have service shut off at any point in time.

CABLE BOXES: Return cable boxes you have received from Cedarview (there is usually a Cedarview ID sticker on the bottom) to the Management office prior to OR on your day of move out. If you received cable boxes directly from Comcast, you will need to return those to Comcast as well as **cancel any upgraded services.** We cannot accept any cable boxes that are not the property of Cedarview Management.

RELEASING KEYS / PROVIDING ACCESS TO YOUR APARTMENT OR HOUSE: By completing the form on the last page of this packet, Cedarview Management will allow a moving company (or your designated person) to check out keys during business hours in order to facilitate residents moving out. Keys/fob must be returned the same business day. *YOU NOTIFY AND SCHEDULE THIS AHEAD OF TIME WITH OUR OFFICE! Your mover or representative will be asked to leave their driver license with our office while they are in possession of the keys/fob.*

SUMMER VACANCY: If you are leaving some belongings in the unit, but are not planning on staying through the summer - Please notify our office that your apartment will be vacant during that time frame. You will also want to do the following:

- **TEMPERATURE:** Please do NOT shut off the air conditioning in your unit. You are welcome to set the temperature at 80 degrees to minimize electric costs. Leaving the A/C on will help with humidity within the apartment.
- **APPLIANCES:** Do NOT unplug your refrigerator! The action of unplugging a refrigerator without proper follow up may result in damage to the apartment and/or appliance itself. You will, however, want to **empty the refrigerator out** before you leave - the last thing you want is to come home at the end of summer to a fridge full of rotting food!
- **TRASH:** Be sure to take your trash out before leaving the unit for any extended time frame. You will not want to return to a stinky apartment!
- **LOCK WINDOWS & DOORS:** Be sure to check all windows and doors before leaving to ensure the unit stays secure in your absence.
- **AUTOMATIC WITHDRAWAL ACCOUNT:** Be sure that funds are in your account for the ACH Withdrawal as Rent will continue to be pulled on the first of each month as per your Lease Agreement.

SECURITY DEPOSIT RETURN: Please remember that all Security Deposit Returns will be mailed out in ONE check to the roommate listed on the Security Deposit Agreement of your Lease **within 45 days of Lease Termination**. There will be a list of itemized deductions – *the next page lists some potential fees that could be deducted from your Security Deposit*. Please be sure that we have the correct forwarding address for the designated resident listed on the Security Deposit Agreement.

We hope this information is helpful with planning your next steps toward move out as we hope to make the process as smooth as possible for you - as we know moving in itself is already a stressful day for all involved.

Thank you for choosing to live with us.

Best Regards,

CEDARVIEW MANAGEMENT



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MOVE OUT CHECKLIST

Dear Residents ~ as the end of your lease term approaches, we have compiled a handy check list to help make your move out go smoothly.

1. **KNOW WHEN YOUR MOVE OUT INSPECTION IS!**

- € Notices assigning the date / time we will be conducting the move out inspection will be emailed to all residents a few weeks prior to the lease end date
- € If you did not receive a notice, please email us at info@tenthandcollege.com to confirm your inspection day & time
- € A written inspection will be performed
- € All keys & key fobs must be turned in at the inspection (or before)
 - Only (1) resident needs to be present at the inspection

2. **REMOVE ALL BELONGINGS!**

- € Anything left in the apartment after your move out will be thrown out and you will be charged.

3. **CLEAN!**

Living Room / Dining Room

- € Wipe down all woodwork (trim), doors, baseboards and windowsills
- € Dust / wipe down all closet shelves
- € Vacuum carpet / mop the floor (when applicable)
- € Wash light fixtures & replace any burnt out light bulbs
- € Clean the windows & blinds

Bedroom(s)

- € Wipe down all woodwork (trim), doors, baseboards and windowsills
- € Dust / wipe down all closet shelves
- € Vacuum carpet / mop the floor (when applicable)
- € Wash light fixtures & replace any burnt out light bulbs
- € Clean the windows & blinds

Bathroom(s)

- € Clean bathtub / doors so no soap film remains
- € Clean sink until no soap film remains
- € Clean all chrome fixtures
- € Clean the mirror
- € Wipe out the medicine cabinet
- € Clean the toilet inside and out
- € Wash walls around the sink
- € Mop the floor
- € Wash light fixtures & replace any burnt out light bulbs

Kitchen

- € Move refrigerator out and clean floor & walls around it
- € Wipe refrigerator inside & out
- € Move stove out and clean outside of stove and floor and walls around stove
- € Clean all areas of the stove – including oven, oven racks, broiler, broiler pan, under burners & drip pans
- € Clean vent hood and light above stove
- € Wipe cabinets inside and out
- € Clean out furnace room
- € Wash windows & sliding glass doors
- € Wash light fixtures & replace any burnt out light bulbs
- € Scour sink, dishwasher and counter tops
- € Make sure garbage disposal is empty/cleared out
- € Mop kitchen floor

Porch / Yard / Deck

- € Remove all personal belongings
- € Pick up all trash
- € Sweep porch/ deck/ balcony

4. REMEMBER!

- € Call Duke (and any other utilities you pay) to **transfer** the service back into Cedarview's name as of your Lease End Date.
 - *Do not have utility services shut off – make sure to **transfer**!*
 - Utilities must remain in your name until the lease end date!
- € Return cable boxes you received from Cedarview to the Management office prior to OR on your day of move out.
 - Return cable boxes you received from Comcast to Comcast and cancel any upgrades.
 - We cannot accept cable boxes you received directly from Comcast
- € All cleaning must be completed & everything removed before you can have your move out inspection!
 - If we have to return for a second inspection, there is a minimum re-inspect fee of \$100.

We wish you the best in your future!



**601 North College Avenue, Suite 1A
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Phone: 812-339-8777
Fax: 812-334-2507
www.TenthAndCollege.com**

GROUPS THAT WILL PICK UP FURNITURE DONATIONS

Hoosier to Hoosier

<http://sustain.indiana.edu/programs/hoosier-to-hoosier/donate.php>

***Check out the link above for what is accepted and to schedule a pick up –
under the “Off Campus Housing” section*

Goodwill

www.goodwillindy.org

***Check out link above for what is accepted,
Drop off locations are 850 S Auto Mall Rd and 1284 Liberty Dr
Call 1-855-497-4587 to schedule a pick up*

Salvation Army

www.salvationarmyusa.org

***Check out link above for what is accepted,
Drop off location 115 N Rogers,
Call 1-800-SA-TRUCK to schedule a pick up*

ReStore (Habitat for Humanity)

www.monroecountyhabitat.org/restore

***Check out link above for what is accepted,
Drop off location 850 S. College Mall Road
Link to schedule a pick up --- www.monroecountyhabitat.org/restore/pick*

CEDARVIEW MANAGEMENT FEE SCHEDULE**

	CLEANING All Locations	CARPET CLEAN All Locations	PAINT TC Campus, Big Red, East Bay & Gateway <i>**Walls, Trim, Ceilings Are Different Colors</i>	PAINT All Others <i>**Walls, Trim, Ceilings Are Same Color</i>
APARTMENTS				
Studio	\$70 - \$90	\$40 - \$80	\$260	\$180
1 Bed	\$70 - \$90	\$40 - \$80	\$260	\$180
2 Bed	\$80 - \$140	\$60 - \$100	\$390	\$260
3 Bed	\$90 - \$170	\$80 - \$120	\$520	\$340
4 Bed	\$120 - \$190	\$100 - \$160	\$620	N/A
5 Bed	\$160 - \$210	\$140 - \$220	\$780	N/A
HOUSES				
2 Bed	\$100	\$60 - 80	\$360	N/A
3 Bed	\$130	\$80 - \$100	\$490 - \$550	N/A
4 Bed	\$160	\$100 - \$120	\$620	N/A
5 Bed	\$180	\$140 - \$180	\$880	N/A
6 Bed	\$240	\$180 - \$200	\$880	
EXTRA FEES				
Paint Ceiling			\$25/Room	\$25/Room
Paint Door			\$10/Door	\$10/Door
Extra Heavy Clean	\$35/hour	\$As Invoiced	N/A	N/A
Pet & Smoke Odor	\$As Invoiced	\$As Invoiced	\$25/Room	\$25/Room
OTHER MISC FEES				
	Price Each	Labor Fee *1 Hour Min		
Light Bulbs	\$5 / bulb	Incl		
Stove Drip Pans	\$8 / pan	Incl		
Remove Trash	\$25 / bag	\$45 / hour		
Drywall Repair	\$20 / area	\$45 / hour		
Shower Rod	\$35 / rod	Incl		
Extinguisher	\$85 / each	Incl		
Smoke Det – Wired	\$85 / each	Incl		
Smoke Det – No Wired	\$65 / each	Incl		
Clogged Disposal		\$65		
Entry Door	\$400	Incl		
Interior Door	\$150	Incl		
Closet Door	\$100	Incl		
Mirror Closet Door	\$170	Incl		
Entry Door Key (Not Returned / ReKey)	\$85	Incl		
Bedroom Door Handle	\$45	Incl		
Key Fob	\$100	Incl		
Window Screen	\$45	Incl		
Window Blind	\$45	Incl		
Vertical Blind Set	\$155	Incl		
Vertical Blind Slat	\$8 / slat	Incl		
Other Fees	Cost + 15%	\$45 / hour (1Hr Min)		

****The above fee schedules are subject to change and are meant to give residents an estimate in *potential* fees that could be deducted from security deposits at the end of the lease term. These fees may be higher or lower and are dependent upon the condition of the rental unit at move out.**



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RELEASING KEYS & PROVIDING ACCESS @ MOVE OUT

With a Tenant's written permission, Cedarview Management will allow a moving company (or a designated person) to check out keys during business hours in order to facilitate residents moving out. Keys/fob must be returned the same day.

YOU MUST SCHEDULE THIS AHEAD OF TIME WITH OUR OFFICE SO WE MAY HAVE KEYS (& FOB) READY! Your representative will also be asked to leave their driver license with our office while they are in possession of the keys/fob.

By signing below, you give Cedarview Management the authority to release keys/fob to the person or company designated on this form. Further, you agree to be responsible for any fees associated with unreturned keys/fob, damages to the building or apartment, or assistance by Cedarview staff caused by your designated representative (or moving company). Cedarview Management will not be liable for any damages or loss to any resident possessions.

BUILDING / APARTMENT: _____

TENANT NAME: _____

REPRESENTATIVE or COMPANY NAME: _____

DATE OF MOVE OUT: _____

Signature

Date