Leasing Office: 601 North College Avenue, Suite 1 - Bloomington, IN 47404
812-339-8777 Tel - 812-334-2507 Fax - *Info@TenthAndCollege.com*

MOVE OUT INSTRUCTIONS

Due to the large amount of inspections and limited time, we ask that ALL PERSONS / POSSESSIONS BE MOVED OUT of the unit prior to the inspection. Your inspection will be emailed to you upon *your emailed request* to **info@tenthandcollege.com**.

Please remember:

- ALL roommates must be moved out**.
- Everything must be out of the premises.**
- Keys, fobs & any parking permits for ALL roommates must be turned in prior to the inspection, or left on the kitchen counter to be collected at the inspection.**
- You are responsible for rent and keeping all mandatory utilities (electric, gas, water) in your name thru the end of your lease.
- Forward your mail https://faq.usps.com/s/article/Mail-Forwarding-Options
- If the apartment remains vacant and unchanged from the preliminary inspection thru the end of your lease, the preliminary inspection will be used as your final move out inspection.
- ***If a roommate(s) has renewed for the following lease year, they do not have to turn in keys / fobs / parking permits and do not need to remove their belongings.*

How to return your keys / fob, and Cedarview parking permits!

Drop Boxes for keys/fobs & parking permits are located at:

- The Tenth & College Leasing Office – in the parking garage, by the back door of our office, which is on the right as you enter the garage;
- 509 E 10th Street – by the "back" / north door on the front apartment office.

Mail in a padded envelope to our office, address below. Please include a piece of paper with your name and where you lived. You will be charged for any keys & fobs that are lost in the mail.

Cedarview Management
601 N College Avenue, Suite 1
Bloomington, IN 47404

If you have roommates, one roommate was designated on your Lease (when you signed it) to receive the security deposit reconciliation – as only 1 check per unit is issued. The security deposit will be reconciled *within 45 days of your lease end date (not your move out date)*.

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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 a preliminary 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 **stop service** on your Lease End Date.

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CABLE & INTERNET EQUIPMENT: Return cable boxes and internet equipment you have received directly from the provider (Comcast / Xfinity, ATT) to that provider. We cannot return this equipment on your behalf. These providers will charge you for missing and unreturned equipment.

If you have an internet "switch box" in your apartment, this is part of the building supplied equipment for your apartment. You will be charged if this switch is damaged, missing or missing any cabling or power cords.

MAIL: Remember to forward your mail! https://faq.usps.com/s/article/Mail-Forwarding-Options

PROVIDING MOVE OUT ACCESS TO YOUR APARTMENT OR HOUSE (To A Mover or Friend): 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 MUST NOTIFY AND SCHEDULE THIS AHEAD OF TIME WITH OUR OFFICE- AND CAN ONLY BE DURING OUR REGULAR BUSINESS HOURS! 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.

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SUMMER VACANCY (Cont'd)

- ***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 portion 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.

KEYS & FOB RETURN: ALL KEYS / FOBS MUST BE RETURNED PRIOR TO OR THE DAY OF MOVE OUT INSPECTION!

How to return your keys / fob, and Cedarview parking permits...

Dropboxes for keys/fobs & parking permits are located at:

- The Tenth & College Leasing Office – in the parking garage, by the back door of our office, located on the right as you enter the garage from 10th Street;
- 509 E 10th Street – by the "back" / north door on the front apartment office.

***Remember to follow the instructions on the form.*

Mail in a padded envelope to our office, address below. A form is included with the full *Move Out – Info Full Packet* on our website. You will be charged for any keys & fobs that are lost in the mail.

Cedarview Management
601 N College Avenue, Suite 1a
Bloomington, IN 47404

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

812.339.8777 Tel - info@TenthAndCollege.com

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
   - ☐ An electronic inspection with photos will be performed
   - ☐ All keys, fobs & parking passes must be turned in at the inspection (or before)

2. **REMOVE ALL BELONGINGS!**
   - ☐ Anything left in the apartment after your move out will be thrown out and you will be charged a disposal fee

3. **CLEAN!**
   - ☐ To avoid extra cleaning fees, all areas should be wiped down and "broom-swept" clean

4. **REMEMBER!**
   - ☐ Call Duke Electric (and any other utilities you pay) to ***stop*** 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, internet, other equipment to your provider [Xfinity, ATT]
     - We will not return your equipment, and you may be charged by that provider for your missing (cable, internet equipment)
   - ☐ Forward your mail with the Post Office - https://faq.usps.com/s/article/Mail-Forwarding-Options
   - ☐ Everything must be 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 for the future…

Thank you for choosing to live with us!

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FEE SCHEDULE**

EXTRA FEES – NOT COVERED BY REFURBISH FEE			
Paint Ceiling	$35/Room		
Paint Door	$10/Door		
Extra Heavy Clean	$35/hour	$As Invoiced + 15%	
Pet & Smoke Treatment	$As Invoiced + 15% Admin	$As Invoiced + 15%	
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	$140	Incl	
Entry Door Key (Not Returned / ReKey)	$85 + $5/key	Incl	
Bedroom Door Handle (Privacy, not keyed)	$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	Invoice + 15%	Labor $65/hour 1 hr minimum	Afterhours/OT $97.50/hour 1 hr minimum

****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 and/or fluctuations in the price of labor and materials.**

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RELEASING KEYS & PROVIDING TEMPORARY ACCESS @ MOVE OUT – Use for Moving Company, Friend, etc

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.

Cedarview Management cannot assist with the moving of items.

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.

Keys MUST BE RETURNED THE SAME DAY they were checked out!

By providing the information 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 (*Printed*):_____

REPRESENTATIVE or COMPANY NAME:_____

DATE ACCESS NEEDED:_____

OUR OFFICE WILL KEEP A DRIVERS LICENSE OF PERSON BORROWING KEYS UNTIL KEYS ARE RETURNED

Office Use Only:

Staff Name signing **OUT** keys:_____ Date signed **OUT**:_____

Staff Name signing **IN** keys:_____ Date signed **IN**:_____

Cedarview MANAGEMENT

Tenth & College

812.339.8777 Tel - info@TenthAndCollege.com

WHERE TO DONATE
FURNITURE & HOUSEHOLD GOODS

812.339.8777 Tel - info@TenthAndCollege.com

IMPORTANT INFORMATION
MOVE-OUT INSPECTION FAQS

- At the time the Move-Out Inspection is performed, the current state is considered the condition in which the Resident is handing over possession to the Landlord. No additional cleaning, painting or repairs may be addressed by the Resident after the Move-Out Inspection has been completed.

- The Move-Out Inspector performing your Inspection is only recording the current condition of the apartment. This inspection is NOT necessarily a reflection of the charges that will be assessed to the Security Deposit. NOTE: Your Move-Out Inspection will be compared to the Move-In Inspection prior to any charges being assessed to the Security Deposit.

- The Move-Out Inspector is **NOT** the individual who assesses charges to the Security Deposit or handles any form of the Security Deposit Return, so they are **NOT** able to provide you with any estimates or specifics on charges for items noted on the Move-Out Inspection.

- **Per Indiana Code, Security Deposit Returns are reconciled and returned to the Resident with a list of itemized deductions (if applicable) within 45 days of Lease Termination.**

- All Security Deposit Returns are mailed out to the designated Resident outlined in the Security Deposit Agreement that was filled out at Lease Signing.

- If you would like to request a copy of your Move-Out Inspection or find out who the designated Resident is to receive the Security Deposit Return, **please email the office at info@tenthandcollege.com for either of these requests.**

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MOVE OUT – KEYS, FOB & PARKING PERMIT RETURNED

One form per resident set of keys!

BUILDING / APT #:_____

TENANT NAME (*Please Print*):_____

DATE:_____

Note the NUMBER # of Each Returned:

_____ Apartment / House _____ Mailbox

_____ Laundry _____ Bedroom

_____ Key Fob _____ Parking Permit

----------PERMANENT ADDRESS----------

Please provide your permanent address for us to use for any further communications with you after your lease end date.

PERMANENT MAILING ADDRESS (*Please Print*): _____

_____

EMAIL ADDRESS (*Please Print*): _____

----------RETURNING KEYS, FOB, PARKING PERMIT VIA MAIL----------

How to return your keys / fob, and Cedarview parking permits...

Mail in a padded envelope to our office, address below. Please include a piece of paper with your name and where you lived. You will be charged for any keys & fobs that are lost in the mail.

Cedarview Management
601 N College Avenue, Suite 1
Bloomington, IN 47404

OFFICE USE ONLY –

Date Received: _____ ***Staff Initials:***_____