



# MONROEVILLE Apartments

## MOVE OUT PROCEDURES

### HOW TO AVOID CHARGES FROM YOUR SECURITY DEPOSIT

1. Please clean the apartment/townhome thoroughly (Kitchen, Bathroom(s) including the bathtub).
2. Please clean all of the appliances (Stove, Refrigerator, Dishwasher, Microwave, Washer/Dryer if applicable).
3. Carpeting must be free of stains, tears, damages and must be vacuumed.
4. Walls must be free of damages/stains any other issues that will cause an additional cost to us beyond normal wear and tear. Example: If we have to scrub walls, doors, ceilings, and/or baseboards to prep for painting, you will incur a charge.
5. Please **DO NOT PATCH ANY NAIL HOLES** or **PAINT THE APARTMENTS/TOWNHOMES**. If you have painted your walls another color, you are responsible to primer the walls to remove your color. Depending on the color, you may have to use a few coats of primer.
6. Any damage(s) to the blinds, doors, counter tops, lights/fixtures and/or ceilings fans etc.
7. Any pet stains or overwhelming pet odors.
8. Any items left behind such as garbage, food, personal items or furniture.
9. **REMEMBER TO REMOVE THE CONTENTS FROM YOUR STORAGE LOCKER. PLEASE CLEAN YOUR STORAGE LOCKER AND KEEP YOUR STORAGE LOCKER UNLOCKED.** (If Applicable).
10. Call all of the utility companies to arrange for transfer of service back into Belmont Ridge Apartments name and to take final meter readings.
11. Please **RETURN ALL KEYS (There will be a charge for any missing keys and/or garage door openers)** to the community office. Please place your keys in an envelope and label the envelope with your building and apartment number/townhome number and letter. Include your forwarding address in the envelope. Please seal the envelope.
12. Please complete a change of address at your local post office or online at [www.usps.com](http://www.usps.com)

**IF YOU ARE MOVING OUT DURING THE WINTER MONTHS, PLEASE LEAVE THE THERMOSTAT SET TO HEAT/ON AND SET AT 60 DEGREES.**

**SECURITY DEPOSITS WILL BE RETURNED WITHIN THIRTY DAYS OF LEASE EXPIRATION.**

We would greatly appreciate if you would take a few minutes of your time to complete the attached questionnaire and return it to the community office at the time of your move out. The few minutes you spend will be a tremendous help to us in improving our community and services. Thank you for your residency with our community. Good luck in your new home!

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