



## **MOVE OUT INSTRUCTIONS**

It appears our time together has come to an end and you are off to begin a new adventure. We have enjoyed having you as a resident and wish you the best of luck.

Our goal is to make your move out and the return of your deposit as smooth as possible. Please take a moment to review these detailed instructions.

### **NOTICE TO VACATE**

When vacating the dwelling you must submit your Notice To Vacate (NTV) in writing to Denton Student Apartments 30 days prior to the end of your lease. Please be sure to provide Denton Student Apartments with your forwarding address so we can process and mail your security deposit refund. Security deposits dispositions are processed within the guidelines established by the Texas Landlord Tenant Laws and within 30 days from you vacating the dwelling and returning your keys to the Leasing Office. Please allow adequate time for mail delivery. If you wish to move prior to the end of your lease, please review your lease agreement and call Denton Student Apartments to further discuss as, per the lease agreement, additional charges do apply.

Your lease ends at 10:00 A.M. on the last day of your lease (July 31st, 2020). You must have completed check out at this time, or a holdover fee of \$100 per day may apply.

If you decide to move out early, you may return keys to us early and we will do our best to get a new resident moved in early for you so you can stop paying rent on your apartment! Please know that this is a courtesy, not a guarantee.

**PRO TIP:** Once you provide a NTV to Denton Student Apartments they will promptly pre-lease your dwelling. Make sure you notify them immediately if your plans change and you need to rescind your NTV.

### **DEPOSIT RETURN**

We love to refund our dwellers their full deposits! This is a win-win for everyone. In order for us to do this you must 1) fulfill the terms of the lease; 2) give proper notice; 3) remedy any damages to the dwelling that were not listed on the Move In Condition form & that are not considered "normal wear and tear"; and 4) leave the dwelling in "broom clean" condition.

**PRO TIP:** Remember to provide Denton Student Apartments with your forwarding address!

### **RETURN OF PROPERTY**

All apartment keys, mail box keys, parking passes, etc., need to be returned to Denton Student Apartments on the last day of your lease term or the day you vacate the dwelling. If your lease date ends on a day the Denton Student Apartments Office is closed, you may drop the items off earlier in the week during office hours, by 10AM the next business day, or mail them to us. If mailing the items, please leave us a message and be sure all items are placed in a padded envelope with your name, the property address, and your new forwarding address. Failure to return any of these items will result in costly replacement costs.

### **TRANSFERRING UTILITIES**

Please contact your Electric & Cable/Internet providers, if applicable, and notify them of the Notice To Vacate date. Denton Student Apartments will not notify these providers on your behalf and they will continue to charge you for service. Please ensure utilities remain in your name until the day you vacate the dwelling to avoid potentially costly damage.

### **RESIDENT PORTAL & PAYMENTS**

If you have your rent payments scheduled for AUTOPAY through the resident portal, please be sure to deactivate your payment. If you do not deactivate your payment on time, your bank or credit card company will send a payment even if there are no charges to your account. In the event this happens, Denton Student Apartments will refund your money via paper check within 30 days. Unfortunately, we are not able to stop a payment or transfer funds back into your account.

### **INSPECTION**

We will conduct the final move out inspection once you have completely moved out and have returned all keys to the dwelling. We will compare the Move In Inspection notes to the current condition of the dwelling. We do take date stamped photos of the dwelling and any damages or cleaning concerns identified during the inspection. Please have the dwelling in "broom clean" condition and contact Denton Student Apartments if you would like to coordinate an accompanied inspection of the dwelling upon move out. We can only accompany you for an inspection if it is scheduled to take place prior to July 31, we cannot schedule inspections to take place on the last day of the lease.

### **PAINTING & PICTURE NAIL HOLES**

Please do not fill small holes with spackle or try to do touch up painting. Oftentimes this makes the situation worse and requires us to fully repaint the walls (at the dwellers expense). Tiny holes are normally considered normal wear and tear. If you have caused excessive wear and tear on the walls and they need to be painted or touched up, please contact Denton Student Apartments and we can help you through this process.

### **REPAIRS**

If you have caused any damage to the dwelling that requires repair (broken blinds, screens, door handles, trim, cabinets, towel racks, etc.), please contact Denton Student Apartments prior to completing the repairs yourself to ensure the appropriate materials are utilized. Use of unapproved materials will likely still result in damage charges being assessed.

### **CLEANING CHECKLIST**

We understand cleaning a dwelling you are moving away from during the moving process can be tiresome. We ask that the dwelling be left in "broom clean" condition. Feel free to hire a professional cleaner if you do not have the energy or time to properly clean the dwelling.

#### **CARPET:**

All carpet must be vacuumed and stain free with no signs of pet damage. Carpets that have been damaged due to pets will be replaced and the subfloor will be sealed and treated (at the dwellers expense). Carpets with pet damage that have been cleaned by the dweller will still be replaced due to the subfloor damage.

### GENERAL:

- Replace all missing or burned out light bulbs;
- Replace non-working batteries in smoke detectors;
- Remove all personal furnishings, personal belongings, trash bags, and garbage.
- Dust all blinds;
- Dust all ceiling fans & light fixtures;
- Dust all windowsills & baseboards;
- Sweep all floors;
- Mop any areas that are excessively dirty, sticky, or contain food particles that may attract pests;
- Remove any dust or cobwebs from the ceiling, windows, corners, and behind doors

### KITCHEN:

- Wipe down countertops, cabinetry, and remove any grease from walls;
- Wipe down the sink area and run the garbage disposal with water to ensure no food particles are left in the drain (to avoid pests).
- Clean the outside & inside of the oven;
- Replace drip pans if needed;
- Clean stovetop, control panel & dials;
- Clean the microwave inside & out;
- Wipe down the outside of the dishwasher;
- Clean the outside & inside of refrigerator including freezer & the top;
- Wipe down all racks, shelves, & drawers;
- Wipe down all drawers;
- Wash stove hood, remove any grease;

### BATHROOM:

- Clean bathtub including fixtures;
- Clean sink and faucet fixtures;
- Clean all tile and grout;
- Mirrors, medicine chest, cabinets, drawers should be cleaned and all items removed;
- Clean and sanitize toilet;
- Sweep & mop floor;

### BEDROOM:

- Remove all items including hangers;
- Vacuum carpets, including edges, or sweep;

### STORAGE/ PATIO:

- Remove all personal items;
- Sweep floor;
- Remove any stains with appropriate cleaner;

