

**MOVE-OUT INFORMATION
SHEET**

PLEASE RETURN TO THE MANAGEMENT OFFICE TO CONFIRM YOUR MOVE TIME.

NAME: _____

UNIT #: _____

OWNER / TENANT

MOVING OUT PROCEDURE:

* A \$75.00 FEE (IF YOU DID NOT PREPAY YOUR MOVEOUT FEE/MONEY ORDER OR CASHIERS CHECK) AND A \$100.00 SECURITY DEPOSIT IS REQUIRED IN THE MANAGEMENT OFFICE A FEW DAYS PRIOR TO YOUR MOVING DATE TO CONFIRM YOUR USE OF THE ELEVATOR.

** YOUR MOVE TIME IS SCHEDULED ON _____
FROM _____ TO _____.

FORWARDING ADDRESS: _____

ALL SECURITY DEPOSITS WILL BE MAILED TO YOUR FORWARDING ADDRESS.

BIKE RACK #: _____

BIKE LOCK DEPOSIT: _____

*IF YOU HAVE A BUILDING BIKE LOCK, PLEASE RETURN IT TO THE MANAGEMENT OFFICE FOR A REFUND OF YOUR \$25.00 SECURITY DEPOSIT.

STORAGE LOCKER #: _____

STORAGE LOCKER DEPOSIT: _____

PARKING SPOT #: _____

PARKING DEPOSIT: _____

PARKING SECURITY KEY CARD: _____ DEPOSIT: _____

COMMON AREA KEY: YES # _____ NO _____

IF YOU HAVE A COMMON AREA KEY, BRING IT TO THE MANAGEMENT OFFICE TO SIGN IT IN. THERE IS A \$25.00 SECURITY DEPOSIT ON EACH KEY.

SIGNATURE: _____

Date of final Moveout _____