

# CHECK OUT LIST

- Print cleaning sheet from our website. Choose one page to do and have a roommate sign that back that you did it. Clean your bedroom, bathroom, and one common area listed on the sheet. This needs to be done extremely well so that there are no complaints from the next tenant.
- Turn in keys to office
- Turn in parking sticker to office. You can stick it to a piece of paper with your name and apartment number on it.
- Turn in a self, addressed, stamped envelope. Make sure to address it to where you wish to receive your deposit. It will take up to 30 days from when your contract ended for it to be mailed out.

You can bring all 4 items to our office anytime Monday through Friday between 9:00 am – 5:00 pm. If you are selling your contract make sure everything is turned in at least one business day **BEFORE** the new tenant is to move in.