**MOVE-OUT PROCEDURES AND**

**APPLICABLE CHARGES**

To avoid losing (forfeiture of) your deposit as well as additional charges, procedures for move-out are as follows (according to your signed lease agreement):

1. A 30-day written notice of move-out (along with a forwarding address) is required prior to your move-out inspection with our staff member and turning in your keys.
2. Rent (up to and including the day your keys, parking permits, etc. are received), must be paid in full.
3. Any remaining security/pet deposits, late charges, previous damage and/or cleaning charges or other miscellaneous charges (if applicable) must be paid in full prior to the move-out inspection.
4. At the time of your move-out inspection (when you are ready to turn in your keys, etc.), the person listed as “head of household” on the lease (or, with your written permission, another adult household member also listed on the lease) must be present to walk through your apartment with a designated member of our staff, to itemize the anticipated cleaning and damage items and repair costs (if any), considering labor and materials, that will be necessary to restore the apartment to at least the same condition it was in at the time of your move-in inspection at your original lease-signing. There will be no charges assessed for normal wear-and-tear. Estimates shall be based on our current schedule of maintenance charges (where most items are listed), along with years of experience in apartment make-readies, repairs and renovation (for those items and situations that are not listed). All charges shall be based on our actual cost estimates with no mark-up.
5. If cleaning/damage charges exceed the amount of your security deposit(s) and any unused rent you may have paid, you will need to pay the balance in full or sign a payment agreement at the office at the time you turn in your keys.

**FILING AT J.P. COURT**

We are required to file suit against you/your estate at J.P. Court anytime you move out and do not pay any of the following charges **WHEN DUE**:

* Security and/or pet deposits
* Rent
* Late charges
* Charges for damages and/or cleaning
* Payment agreements
* Back rent resulting from unreported income
* Other miscellaneous charges (keys, dryer cords, ceiling fans, installation of additional phone/satellite jacks, etc.)

**NATIONAL DATABASE**

HUD now maintains a national database where information on money owed by a former resident to **any** housing agency or Section 8 (voucher program) landlord, will be tracked and shared with any and all requesting agencies and property owners. This will prevent delinquent renters from qualifying to rent anywhere else until any overdue payments are made in full.