

Move-Out Day, Security Deposit, Cleaning and Key Return

DON'T FORGET!

If you are moving out, your current lease expires at 3:00 pm on Friday August 20, 2010.

If you are transferring to another unit with Prime Student Housing, your transfer Date is August 27th at 10am, unless Prime has arranged an exception date.

To receive a **FULL REFUND/or full transfer** of your security deposit, please complete the following:

Clean the apartment and repair any damage that is excessive or “beyond normal wear and tear”. For example, remove nails, tape, and putty from walls, doors, windows, etc. and fill holes with appropriate material. Leave the apartment in a clean condition. (Clean the stove, bathroom, refrigerator, etc.) Defrost the freezer early enough to clean up any water on the floor, but **DO NOT TURN OFF THE REFRIDGERATOR!**

Settle your account with Prime Student Housing. Rent, late fees, unpaid utility bills, and/or other fees left unpaid will be deducted from your refund. **If you were contacted regarding a Security Deposit Refund Form with a forwarding address please take care of this immediately.**

Remove ALL personal belongings from the apartment. Trash and other items left in the apartment will be removed and a **TRASH OUT FEE will be deducted from your refund. To avoid a TRASH OUT FEE remove ALL personal items, trash, bottles, newspapers, boxes, cinder blocks, hangers, shower curtains, etc. from the apartment.**

Lock your apartment door and **return ALL keys, (apartment, entry, laundry, mailbox, laundry cards) and parking permit/s in the attached envelope** to our office as soon as you vacate the premises. Please use the mail slot in the office door if our office is closed. If your keys are not returned on time, a **KEY FEE** will be deducted from your refund.) **Laundry cards will not be accepted after move out date. The \$5.00 deposit refund will be waived for any laundry cards turned in late.**

THINGS TO REMEMBER!

File a change of address form with the U.S. Post Office to forward your mail.

Cancel or transfer your phone, electric, and cable accounts. ***(Remember your electric must stay on in your name through 8/20/10 (which is the end date of your lease), or 8/27/10 if you are transferring within Prime. Please DO NOT leave your DirecTV boxes in the apartment-contact DirecTV at 1-800-531-5000 for return instructions!***

Thank you for residing here with us at Prime Student Housing, and good luck to you in your future.