

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 17, 2018.

If you are MOVING IN TO A RENEWING apartment you will move out on Friday, August 17, 2018 by 3pm!

If you are transferring to another unit with Prime Student Housing, your transfer Date is August 24th at 10am, unless Prime has arranged an exception date **AND THERE ARE MANY**.

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

1. 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!**
2. 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.**
3. **CALL DTE @ 1800-477-4747** and stop/transfer your service on your scheduled move out date so that is the last day you are responsible for the utility. *(Remember your electric must stay on in your name through the end of your lease date to avoid \$25.00 administration fee)*

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 Key Return Box at the front left of Forest Place under the awning 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.**

Last Reminder!

- a. File a change of forwarding address with the U.S. Post Office. Once you move out, you will have no access to your mails send to the old address.
- b. **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.

SAMPLE

PRIME

STUDENT HOUSING, INC.