

MOVE-OUT SPRING 2019

When the school year is over, it's time to move out. Here are some important tips and tricks to have a smooth and easy checkout!

CHECK OUT PROCEDURE

CHECK OUT TIMES:

WEDNESDAY May 1st THRU FRIDAY May 3th 9AM-6PM

SATURDAY, MAY 4 8AM-NOON!

ALL PERSONAL ITEMS MUST BE REMOVED FROM YOUR APARTMENT BEFORE CHECKING OUT

CHECK OUT: *Find table in lobby with your floor number, *fill out "Move Out" form
*hand in keys/FOB/laundry card.

*ONCE CHECKED OUT YOU NO LONGER HAVE ACCESS TO Two50Two.

CHECKOUTS WILL NOT BE CONDUCTED FROM 6pm to 8am.

Do not Leave Two50Two without completing the move out protocol. *YOU MUST OFFICIALLY CHECK OUT!*
Tenants will be charged for late or improper check out.

The follow-up inspection related to all Check-Outs will take place the week of May 7 after all residents have moved out of Two50Two.

The General Rule-see cleaning checklist

Your apartment should be returned to the condition in which you found it when you moved in. You will not be charged for normal wear and tear, drywall holes in the wall less than the size of a quarter, or scuff marks left on wall.

To avoid a fine or charge

Read the "Cleaning Check List" to understand your responsibility for cleaning your apartment and removing your property. ***Make sure that all Two50Two owned furniture is back in the same place that it was in when you moved into the apartment.***

Non Two50Two items left in your room: Any items left in your apartment, that are not property of Two50Two, will be considered abandoned and you will be charged for the cost of disposal.

Trash and recycling

Place trash and recyclables into the dumpster on the street. Do not leave them in the hallway, your apartment or trash room.

DONATION BOX IN LOBBY-items you don't want, that are in good condition, AND NOT OPENED may be placed in the donation box in the lobby. **PLEASE DO NOT PUT TRASH, BROKEN OR DIRTY ITEMS IN THE DONATION BOX. FOOD FROM THE REFRIGERATOR/FREEZER-CONTACT OFFICE STAFF.**

**ALL TENANTS WILL BE EQUALLY RESPONSIBLE FOR ANY DAMAGE!
CONTACT THE OFFICE STAFF IMMEDIATELY IF YOU ARE CONCERNED ABOUT DAMAGE.**