

## **Procedures for CLA Tenants to Move out**

### **Move-Out**

Fill out "Notice Of Intention to Vacate" form (received from Manager) and turn in

**ONE MONTH (30 days)** prior to departure

Return keys (apartment, gate, mailbox)

Return transmitter(s)

"Rough" cleaning of apartment

- (leave it in the way you found it when you moved in)

Supply forwarding address and phone number

Do a walk-through before move-out with the manager or authorized representative

You **WILL** be charged for:

No return of key(s)

No return of transmitter(s)

Removal of unwanted items left in or outside the apartment (\$40/each)

Damage to apartment

If manager is unavailable on the day of your move-out, leave all keys, transmitters **and your forwarding address** on the kitchen counter of your apartment (lock the door behind you).