

WAYBRIGHT INVESTMENTS MOVING OUT INFORMATION

This note is designed to make your move out as easy as possible. To avoid unnecessary charges and delays please keep the following in mind when moving out:

- When moving, please remember that you signed a lease agreeing to **move out by 12:00 noon on the last day of the month.**
- **You must take all furnishings with you.** No possessions should be left in the apartment, on the rear kitchen landings, or in the trash area. **If you leave furniture and/or belongings in the apartment,** we are required to charge a minimum of **\$25.00** per item in order to take them to the dump. **Further, if possessions are left in the rear trash area, we will be compelled to call the City Building Inspector, which could result in a warrant against you.**
- **If you fail to properly clean your apartment** the following fees will be deducted from your security deposit: \$200.00 for all 1 bedroom or smaller apartments and a \$250.00 fee for all 2 bedrooms. Larger apartments are charged at the rate of \$300.00 for a 3 bedroom and \$350.00 for a 4 bedroom or larger (see clause # 14 on the Addendum).
- **For each hour past 12:00 noon that you occupy the apartment,** we will charge you **\$20.00** per hour unless there have been prior arrangements made with us.
- **KEYS:** All apartment door keys, security door keys and mail box keys that were issued to you must be turned in by 12:00 noon on the last day or for security reasons we will be forced to change the locks and bill you accordingly.

If you have any further questions about moving out, cleaning requirements, or apartment inspections, feel free to contact our office during business hours. **Waybright Investments** would like to **thank you** for choosing our company and wish you a pleasant transition into your new apartment.

Thank you for your cooperation