

## Tips for Moving Out

Please print off a Check Out Information sheet or stop in the office to pick one up.

Please call the office to schedule a check-out time.

Clean your unit according to the cleaning sheet.

Replace any light bulbs that are out and any batteries that are not working.

Utilities: Water, Electric, and Gas need to stay connected and in your name until the last day of your lease, normally July 28<sup>th</sup> or 29<sup>th</sup>.

At your check out:

- Please be on time for your check-out appointment, if you are not there the person doing the check-out will start without you.
- Please have at least one person present at the check-out, if it is impossible to have someone at the check-out please contact a rental agent at the office to turn in your keys and leave forwarding addresses.
- Have all keys, garage door openers, and garage codes ready to turn in.
- Please have all forwarding addresses of all roommates, if we do not receive these at the check-out you may risk not getting your security deposit refund in a timely manner.

We hope you have enjoyed your stay with SouthGate Property management and our best wishes to you!