



Move-Out Information

Dear residents and guarantors:

The lease on your room expires at noon on July 31, 2010. You have not signed a renewal lease, therefore, you should plan to completely vacate the premises and return your deadbolt key, mailbox key, decal, and gate card in the rent drop box on or before 12:00 P.M. on July 31, 2010.

Your security deposit will be mailed to the forwarding address you provide to the office at the time of your move out within 30 to 45 days of the ending date of the lease per Mississippi law.

The apartment will be inspected after the keys are turned in with you present ***if requested***. You were permitted to complete your move-in inspection without management present and we will consult that form to determine applicable charges if any damages are found. A detailed unit inspection sheet will be included with the deposit refund check if there are any deductions. You will find a list of cleaning suggestions and inspection guidelines attached to this letter.

Your deadbolt key, mailbox key, access card and parking decal must be returned to management before 12:00 P.M. on July 31, 2010 at the latest.

You are welcome to turn in your keys earlier if it better suits your plans. If all keys are not received by July 31, 2010, management will enter the apartment to change the locks on August 1, 2010 and you will be charged \$250 for lock changes. When a key even for one bedroom is not returned by a resident, all locks throughout the apartment must be replaced because the bedroom key also fits the front door key. The cost to replace the front door key and all bedroom keys are quite expensive based on the types of locks the property uses. So, if you have questions regarding lock changes please contact the office.

Based on previous experience, it is very important that when turning in keys you receive a key receipt from the office showing that your mailbox key, front door, and gate card are returned. If you move out without getting a receipt you are waiving your right to dispute any key charges on your account.

In the event you move out when the office is closed, you should put all the keys in an envelope with the apartment number and bedroom letter on it and put the envelope in the rent drop box. We strongly suggest against mailing keys as they can get stuck in the equipment the post office uses to process mail – we have received damaged, empty envelopes in the past. Please note, that if keys are left in the drop box or mailed to the office, we cannot guarantee a receipt.

DAMAGE AND CLEANING CHARGES

Following is a non-exclusive list of common damages/cleaning issues and the associated dollar amount that will be charged to the tenant. It is not a complete list because some incidents must be handled on a case-by-case basis. All amounts for charges assessed to tenants are due with the following months rent payment. If charges are assessed at move-out, fees will be deducted from the security deposit. No charges will be assessed without fully considering "reasonable wear and tear".

ALL PRICES SUBJECT TO CHANGE AT ANYTIME WITHOUT NOTIFICATION

Lock Change/Replacement	\$250.00 (If one person does not return keys, this will be charged due to the locks for ALL bedrooms and front doors having to be changed.) Charged to the person who fails to turn in keys.
Mail Box Key and Lock Replacement	\$20.00
Screen Replacement	\$30.00
Fire Extinguisher Replacement	\$65.00
Smoke Alarm Tampering	\$50.00
Door Repair (Minor niches-fill and paint)	\$45.00
Door Repair (Major Structural)	\$150.00
Exterior Door Repair (Replacement)	\$350.00
Window Glass Replacement	\$165.00
Blind Bracket Replacement	\$15.00
Minor Wall Repair (Includes holes and niches which can be patched or small marks which can be painted over. Major repairs will be handled on a case-by-case basis.	\$40.00
Carpet Stains, tears or burns needing a replacement section)	\$85.00
Carpet Stains that can be dyed or cleaned	\$85.00
Carpet Cleaned (Bedroom Only)	\$65.00
Carpet Cleaned in entire apartment	\$175.00
Minor Vinyl Tears (this is for tears that can be patched)	\$45-85.00
CLEANING (This fee will be charged for each instance in which one of the following is not cleaned upon move-out: appliance, cabinets, counter tops, sinks, toilets, tub, bathroom lavatories, shelves, floors, blinds, windows, porches/patios and closets.	\$40.00 each item
Garbage Disposal Replacement - Disposing of certain items can ruin the disposal)	\$85.00
Drain Cleaning (Results from tenant placing foreign objects down the drain)	\$45.00
Garbage Removal (Per Bag)	\$25.00
Replace Door Knob (Interior)	\$20.00
Replace Door Stop	\$10.00
Clean Furniture	\$75.00
2 Drawer Chest	\$250.00
Drawer	\$ 40.00
TV Stand	\$185.00
Night Stand	\$125.00
Cocktail Table	\$225.00
End Table	\$135.00
Mattress	\$100.00
Bed	\$120.00
Dining Table	\$125.00
Metal Dining Chair	\$ 50.00
Sofa	\$450.00
Chair	\$240.00
Desk Chair	\$ 85.00
Recover Sofa or Lounge Chair (Fabric only, Sofa requires 11 yards and chair requires 6 yards)	\$ 10.00/yd.

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