

6 STEPS TO PROTECT YOUR SECURITY

Deposit

STEP 1: Call the owner or manager two weeks before you move out to arrange a joint inspection of the apartment. Be sure to clean your apartment completely and have all of your belongings removed before the time of your appointment.

STEP 2: Before the appointment be sure to refer back to the copy of your Move-In Condition form that you were supplied with when you moved into your apartment. Be sure to cross reference this information as the inspection is performed.

STEP 3: Be prepared to have your apartment thoroughly inspected. The largest costs a resident can incur are due to lack of cleaning and proper care of their apartment. Remember, when you moved in your apartment was immaculate and management expects it returned in the same clean condition. If you were issued a storage locker with your apartment, this area must also be cleaned out and swept.

STEP 4: If you have sublet your apartment, it is strongly suggested that you return at the end of the sublease period to follow these procedures. Lack of proof of the condition they leave the apartment the apartment may result in deductions from YOUR security deposit.

STEP 5: Be sure to return all apartment, building and mailbox keys. Failure to do so will result in a substantial amount of money being deducted from your security deposit (\$250 for Medico Keys).

STEP 6: Do not forget to supply the management office with a forwarding address. The office will always use the last known address on file, which would be the apartment address. If you forget to supply this information it will delay the delivery of your refund (if applicable), which you should receive within 30 days.