



Attention Residents:

This notice is for all residents who have leases expiring **May 31, 2022**. To help you prepare for the big move, we have put together a checklist of items that you will need to complete prior to your departure.

If you are moving out, your apartment must be in the same condition as when you moved in. You are responsible for all damages in your apartment (such as marks/holes in walls, cleanliness, damage to appliances, etc.). **To make the process of walking units for damages easier, we ask that you please leave your bedroom door unlocked and if your apartment is furnished, please move all furniture to the center of the living room and bedroom.**

Below is what we are checking after you vacate your apartment:

Please see the items below as a list of what we are checking after you vacate your apartment:

- **Floors:** Sweep/Mop floors, dust off base boards.
- **Fans:** Dust off ceiling fans in common area and bedrooms.
- **Bathroom:** The tub, shower, toilet, sink and fixtures need to be cleaned thoroughly. The floor should be mopped and the counter and cabinets wiped down.
- **Kitchen:** All of the appliances should be cleaned and emptied of any residual food. Be sure to clean the inside and outside of the refrigerator, stove, oven, microwave, and dishwasher. These appliances are often forgotten about, and the cleaning charges for these items add up quickly. Don't forget your washer and dryer...**empty the dryer's lint trap!**
- **Trash:** Take all trash to the trash rooms. Do not leave any items in the apartment **or** outside the front door. If we have to remove any trash, boxes or unwanted items from your apartment, your account will be charged \$35+ per bag depending on the size of item. Anything left in the apartment is considered trash and will be billed accordingly. This is the area that we notice the highest amounts of charges for people moving out. Please take **everything** in the apartment with you. Trash out charges can double or even triple your Final Account Statement very quickly.
- **Living area:** The floors should be swept and mopped and be undamaged.
- **Windows:** We look for bent, missing, or torn blinds/screens.
- **Electrical Plate Covers** - Missing or damaged
- **Furniture**- All furniture needs to be wiped down and drawers need to be emptied and cleaned.

A walk sheet that is used to assess damages to your apartment after you move out is available online at [www.quartersmove.com](http://www.quartersmove.com). All of the applicable charges on that page will be added to your Final Account Statement and will be due within 30 days of receipt. All common area charges will be split by the number of leases in the apartment, and all bedroom charges will be split by the number of leases in the bedroom. We also recommend that you visit [www.quartersmove.com](http://www.quartersmove.com) for any questions that you may have regarding the end of your lease contract and moving out of your apartment.

A few things to remember if you are planning on moving out earlier than the expiration date on your lease contract:

- The electricity in your apartment **must** remain in your name until the lease contract expiration date.
- You are still liable for all water bills and your monthly rental installment.
- You are still liable for any damage that is caused before the lease contract expiration date.
- If you have AutoPay set up on your payment portal, please remember to disable it before June 1<sup>st</sup>!

To finalize your account with The Quarters on Campus, you must **TURN IN ALL KEYS** you received at move in and throughout the year to the Leasing Center. The keys include: Key Fob that is used on your front door, bedroom key (one bedroom units in Grayson and Nueces Houses will not have bedroom keys), the mailbox key and parking tag (if applicable). Failure to turn in any of these keys will result in your account being charged. The final day to turn in your keys will be **June 1, 2022 at NOON**. Any keys received after that time **will not be accepted** and your account will be charged for each key not returned.

**\*\*PLEASE BE ADVISED\*\***: Your key fob is programmed to expire at midnight on May 31<sup>st</sup>, therefore after that time it will no longer grant access to your front door, the building, or the front office. We will have a dropbox available at the office if you need to turn in your keys after hours. Any keys received after June 1<sup>st</sup> at noon will still result in charges on your Final Account Statement for your keys.

The key charges are as follows:

Key Fob: \$50

Bedroom Key: \$25

Mailbox Key: \$25

Parking Pass (if applicable): \$35

When you turn your keys into the Leasing Center, you will be asked to provide a US forwarding address. This address is used to mail the Final Account Statement to you. A Final Account Statement is an itemized statement that will be mailed to the forwarding address that is provided at move-out. These statements will be mailed out within 30 days of the termination date on your lease contract. This statement will include your final **two** water bills as they are billed 4-6 weeks behind. Please note that if you have a friend/roommate turn in your keys, make sure they have **your** forwarding address to provide. We have no way of verifying that each and every address that is provided to us is the correct address. We have noticed that this is the main cause of bills being sent to the wrong person, and ultimately forgotten about. The Final Account Statement balance is due within 60 days of the termination date on your lease contract. Failure to pay this balance within the 60 day window will result in your account being sent to a third party collection agency. If this happens, the lease holder and guarantor will have their information sent to the collection agency and will be reported to the credit bureaus.

Please know that we welcome any and all questions that you may have about the move-out process or anything regarding your lease contract. We want to thank you for your cooperation in the move-out process, and trust that your stay with us has been an enjoyable one. It has been a pleasure having you as a resident with The Quarters on Campus. We offer our best wishes to all of you in the future!

Thank you,

The Quarters on Campus

(512) 531-0123

[info@quartersoncampus.com](mailto:info@quartersoncampus.com)