



Attention Residents:

This notice is for all residents who have leases expiring **July 31, 2024**. To help you prepare for the big move, we have put together a checklist of items for you to complete prior to your departure.

When you move out, your apartment must be in the same condition as when you moved in. You are responsible for all damage in your apartment (such as marks/holes in walls, overall cleanliness, appliances, and furniture). **To make the process of assessing damage easier, we ask that you please leave your bedroom door unlocked. If your apartment is furnished, you will need to move all furniture to the center of each room. Failure to move furniture will result in a \$100 fine, per room.**

If you would like to participate in our **Express Checkout**, please contact the leasing office to book your appointment. The Quarters on Campus also offers a **Worry-Free Move-Out**. This allows you to leave the cleaning to us! See the detailed flyers at www.quartersmove.com or call the office for details and fees.

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 areas 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 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:** Anything left in the apartment is considered trash and will be billed accordingly. Take all trash to the trash rooms. Do not leave any items in the apartment **or** outside the front door. If we must remove any trash, boxes or unwanted items from your apartment, your account will be charged \$35+ per bag. Larger items will be billed based on the size of the item. This is the area that we notice the highest amounts of charges for people moving out. Please take **everything** from 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:** Clean windowsills. We also look for bent, missing, or torn blinds/screens.
- **Electrical Plate Covers** - Missing or damaged.
- **Furniture**- All furniture needs to be wiped down. Drawers need to be empty and clean.

The walk sheet used to assess damages to your apartment after you move out is available online at www.quartersmove.com. All 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 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 through July 31.
- You are liable for all water bills, recurring fees, and your monthly rental installment through July 31.
- You are still liable for any damage that is caused before the lease contract's expiration date.
- If you have AutoPay set up on your payment portal, please remember to disable it before August 1.

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 a Key Fob that is used on your front door, bedroom key (one-bedroom units in Grayson and Nueces Houses will not have bedroom keys), mailbox key and parking tag (if applicable). **All keys must be turned in together.** The deadline to turn in keys is **August 1, 2024, at 12:00 PM.** Any keys received after that time **will not be accepted** and your account will be charged for each key not returned. We will have a drop box available at the Leasing Office if you need to turn in your keys after hours on July 31.

****PLEASE BE ADVISED** Your key fob is programmed to expire at 11:59 PM on July 31, 2024.** After that time, it will no longer grant access to your front door, the building, or the front office.

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 in to the Leasing Center, you will be provided with a key return envelope. You will be required to list a US forwarding address. This address is used to mail the Final Account Statement to you. A Final Account Statement is an itemized statement showing all final dues and fees. This will be mailed to the forwarding address provided at move-out within 30 days of your lease end date. 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 address provided to us is the correct address. Often, this is the main cause for you not receiving your Final Account Statement and deposit refund (if applicable). Any balance due must be paid within 60 days of the expiration date of your lease contract. Failure to pay this balance within the 60-days 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 all questions 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