



IMPORTANT MOVE OUT INFORMATION

1. Leave all of your keys in the baggy provided and place all bedroom keys in the correct lock. Put the baggy on the top of the refrigerator when you leave. Include in the baggy the ONE address you would like your security deposit mailed to.

NOTE: There will be a \$ 59.00 - PER- LOCK CHARGE TO CHANGE THE LOCKS IF WE DO NOT RECEIVE ALL KEYS, INCLUDING MAIL KEYS. ALL BEDROOM KEYS MUST BE LEFT IN THE LOCK OF EACH DOOR WE WILL CHECK FOR BEDROOM KEYS AT OUR WALK THROUGH. This charge will be deducted from your Security Deposit.

2. All personal items and trash **MUST** be removed. **A \$ 20.00 per bag charge for trash and miscellaneous items left in your apartment or house will be deducted from your Security Deposit.** Painters and cleaners will be at your building immediately after move out. Anything left behind will be thrown out!

3. Terminate utility service. Call now to arrange for a disconnect order as of your move-out date. This should be done as soon as possible so that new tenants may set up services. Be prepared to possibly have to allow entry for a DTE representative to terminate services.

- **Call SBC** (800-244-4444) to have your telephone disconnected.
- **Call Comcast** (734-973-2266) to cancel cable service as of your move-out date.
- If you pay water, you must call the City of **Ann Arbor Water Department** at (734-994-2666.)
- **DTE** can be contacted to cancel electric and gas service at (1-800-477-4747)

4. Remember to turn in a change of address form at the post office as of your move-out date so your mail will be forwarded to you. We have a link to the post office as well as moving companies, DTE, SBC and the water department at our web site:

www.oppenheimerproperties.com

NOTE: Security Deposits will be returned after determining any unpaid rent due to NSF fees, late fees, nonpayment, unpaid water bills, missing keys or damage to the apartments or houses.

The check will be made out to everyone on the lease. If you would like the check made out to only one lessee, please fill out the attached form and fax, mail, or deliver it to our office.

****Security Deposits will be mailed within 30 days after your lease ends****

Be sure to provide a Forwarding Address for the return of Security Deposits. This address should be included in the baggy with your keys.

IF YOU ARE LEAVING BEFORE YOUR MOVE OUT DATE PLEASE CALL US TO ENSURE AN EARLIER RETURN OF YOUR SECURITY DEPOSIT.

We wish you the best of luck, and we look forward to possibly serving you in the future with your housing needs.