



Winning The Race To Quality

**CORSA**  
MANAGEMENT

### **MOVE-OUT PROCEDURE**

If you are planning to move out of your apartment, it is very important that you read and follow each of the following instructions:

1. **You must give us proper notice in writing**, at least 60 days before the ending date on your lease or lease renewal. If you do not give proper notice, you could be responsible for one or more additional months' rent.
2. **You are responsible for the rent through the last day of the last month.** We do not allow you to rent for part of the month.
3. **You must pay your rent in full through the last month, and your security deposit cannot be used toward your rent.** If you do not pay your rent in full we are required to file a court action for non-payment. This is done to protect us in case someone decides not to leave when they say they will. Late fees, court costs, and attorney's fees will be charged to you if this happens.
4. We may need to show your apartment to prospective tenants, as stated in your lease. If this is needed, we will notify you as far in advance as possible. If you are notified, please arrange to have your apartment available to be shown.
5. **In order to receive as much of your security deposit as possible, please do the following:**
  - Leave your apartment clean, especially the bathroom, oven, stove, refrigerator, and floors.
  - Remove all personal belongings and trash. Do not leave behind furniture or other items.
  - Return all sets of keys to the Rental Office. Do not give them to our staff on the grounds.
  - Write down your forwarding address and leave it with the Rental Office.
  - Be sure all of this is done by the last day. If you do not move out on the last day, you could be charged double the daily rent, and if you prevent the next resident from moving in on time, you will also be liable for the cost of damages they suffer.
6. On the day you leave, please sign and return a copy of the attached letter to the Rental Office. This protects you and us against common misunderstandings that can occur when you move out, and ensures that we have your correct forwarding address.
7. Your apartment will be carefully inspected after everything is out and all keys are returned. We will send you a full accounting of your security deposit, interest, and final charges, along with any money due you, within 30 days from the day you return all keys. If the final accounting shows that you owe us additional monies, these monies must be paid within 10 days or your account will be referred to a collection agency.

We are sorry you will be leaving our apartment community, and we would like to know if there is a problem that is causing you to move that we can help with. We thank you for staying with us and hope you will come and stay again in the future.

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

Former Address: \_\_\_\_\_ Apt. \_\_\_\_\_  
\_\_\_\_\_

RE: CONFIRMATION OF MOVE-OUT

Dear Rental Manager,

We acknowledge that we have completely moved out, and are giving you possession of the apartment (listed above) as of today. It is understood that any of our personal property left behind may be disposed of at your discretion.

We are today returning all apartment keys, common entrance keys, mailbox keys, laundry room keys, and any other keys in our possession that belong to you. We understand that we will be charged for any keys that were given to us that are not returned and for the cost of any locks that need to be changed.

Please send the accounting of our security deposit as soon as possible to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our new phone number is ( ) \_\_\_\_\_.

Our daytime numbers are ( ) \_\_\_\_\_ and ( ) \_\_\_\_\_.

Signature of Tenant(s) \_\_\_\_\_

***(Note: This cannot be accepted until all Tenants sign this form.)***

For Office Use Only:

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_ All keys returned  
\_\_\_\_ Not all keys returned – Number & type(s) missing \_\_\_\_\_  
\_\_\_\_ Keys do not work due to lock change – Type(s) of keys \_\_\_\_\_