



2545 Garfield Avenue South
Suite 101
Minneapolis, MN 55405
(612) 886 - RENT

Quality and Value in Residential Living

www.OlympusPropertiesTC.com

MOVE OUT PROCEDURES

RESIDENT(S) MUST BE OUT OF THE APARTMENT BY 10:00 AM ON THE LAST DAY OF THE LEASE. ALL ITEMS MUST BE REMOVED AND THE UNIT MUST BE CLEANED BY 10AM. FAILURE TO MOVE OUT BY THIS TIME WILL INCUR A FINE OF \$100 PER HOUR.

Please contact Olympus Properties at least one week prior to your move out date to schedule a final walk-through. All items must be removed and the unit cleaned before the walk-through. Keys and parking permits must be given to an Olympus Properties staff member at this time. Any keys or passes not returned at this time will be charged against your deposit per the terms of your lease.

If you opt not to have a formal walk-through, please leave all keys and passes in the freezer along with your move out forms. Any keys or passes not returned at this time will be charged against your deposit per the terms of your lease.

PLEASE MAKE SURE THE FOLLOWING ITEMS ARE COMPLETED BEFORE VACATING THE APARTMENT. THIS WILL ASSURE THE MAXIMUM RETURN OF YOUR SECURITY DEPOSIT:

- Contact the United States Post Service and fill out a Change of Address form at least 2 weeks in advance. You can register your move online at www.usps.com.
- Contact your utility services and cancel them (electricity, cable, internet, gas (only if applies), ...)
 - *Please note that residents are responsible for utilities until midnight on the last day of the lease. Residents are responsible for any fees, charges, penalties, etc. related to early cancellation.
- If you have carpet in your unit, it must be steam cleaned upon move out per the terms of your lease. **Please vacuum your carpet, and we will schedule the steam cleaning.** The cost of the cleaning will be deducted from your security deposit (costs defined in lease).
- Clean oven (burners, burner pans, oven, drawer, and surfaces)
- Clean and defrost refrigerator (Upon finishing - leave refrigerator plugged in and **left on**)
- Clean counters, cabinets, and closets – inside and out
- Dust blinds, window sills and vents
- Clean A/C filter
- Wash windows – inside
- Clean bathroom - toilet, bathtub, sink, mirror and walls
- Clean all sinks, counters, and cabinets
- Sweep and wash all floors and patios/balconies
- Replace any burned out light bulbs LED light bulbs (Soft White 800-Lumen, 60-Watt Equivalent)
 - *Please note there is a charge of \$5 per bulb for each burnt out light bulb.
- **All unwanted personal belongings and furniture (mattresses, personal microwaves, TVs, shelves, etc.) must be taken to a disposal center. Any items left behind or discarded by the dumpster will be charged against your deposit at \$150 per item. Please visit <http://www.hennepin.us/recycling> to find disposal centers.**
- Any cleaning not completed will be charged against the security deposit at \$45 per hour with appliance cleaning rates set at a fixed \$150 per appliance.
- General maintenance beyond normal wear and tear will be charged against the security deposit at a rate of \$50 per hour.

Provide your forwarding address below for return of your security deposit and leave this form in the freezer or with an Olympus Properties staff member.

Forwarding Address:

Resident Information

Signature: _____ Date: _____

Building: _____ Unit: _____