

MOVE-OUT DIRECTIONS



You must completely vacate your apartment no later than:

**10:00 a.m. on
YOUR LEASE END DATE**

No extensions are available.

Security Deposit refund processing begins as soon as the entire apartment is vacated.

***Fees for not vacating apartment by the date & time listed above:
\$25/hour, up to \$300 for the 1st day; \$300 per day thereafter***

MOVE OUT INSTRUCTIONS:

1. Thoroughly clean your apartment. You are required to leave your apartment in clean condition. See Page 2 for more detailed cleaning instructions. You may receive deductions in your Security Deposit refund for failure to clean. Smoking violations are \$250, not including cleaning fees or other charges related to smoking damage.
2. Do not leave any items in your apartment. Clear out all trash and recyclable items. Do not leave items for incoming tenants. Fees will apply for the removal and disposal of items left in the apartment.
3. Go to the *Change of Address* section at www.USPS.com to update your address and request mail forwarding. If you do not complete this step, your mail will be returned to the sender. We do not keep mail or packages for prior tenants.
Update your address with Amazon, subscription services, banks, medical providers, etc.
4. All sublets must be approved at the Rental Office. Fill out a Sublet Request Form and turn in to the Rental Office, even if you do not exchange money for your sublet. Short-term and AirBnB sublets are not permitted. You are expected to arranged key transfers with your subtenant.
5. Return any Spectrum cable/modem equipment directly to Spectrum Cable. You may not leave cable/modem equipment in your apartment, and you may not bring it to the Rental Office.
6. See Page 2 for NYSEG electricity service turn-off instructions.
7. Return your keys in the envelope provided. If you do not return your keys promptly, you will be charged for a lock change. If you signed out more than one set of keys, you are required to turn in all sets. Bring the keys to the Rental Office at 118 Prospect Street. If the office is closed, place the keys into the drop box just inside the building's east entrance, using an envelope marked with your name and apartment number.
8. Complete and turn in the form 'Security Deposit Return Forwarding Address Request' so that we can mail your Security Deposit check to you. *Note: This applies to Original Tenants only! Subtenants do not need to complete this form.*
9. Visit www.ithacarenting.com/downtown-move-out-information/ for complete move-out guidelines.

Additional directions for moving out:

APARTMENT INSPECTIONS: Our staff will inspect your apartment after all keys from all tenants have been returned and the apartment is completely vacant. We only inspect empty apartments after ***all*** keys are returned.

SECURITY DEPOSITS: You must turn in your **Security Deposit Return Forwarding Address Form** in order to receive your refund. Deposit checks are mailed 14 days after your lease end date to the address entered on the Security Deposit Return Form. International addresses are allowed. If you do not turn in this form, your refund will be delayed. Write neatly! ***If you cannot cash a US check in your country, contact the Rental Office ASAP to discuss alternate refund options.***

KEYS: You must return your keys when you are done with your apartment. Place ***all*** keys in the envelope provided, make sure your name, apartment and room number are correct on the envelope, and return them to our office at 118 Prospect Street. If the office is closed, place the envelope in the drop-box just inside the east entrance. If you do not return your keys by your lease end date, you will be charged a \$125 lock change fee, plus \$20 per proximity tag, and \$20 for each bedroom and mailbox key. ***Do not leave keys in your apartment.***

SUBLETS: You are responsible for transferring keys to your subtenant, either directly or via the Rental Office. If you transfer keys via the Rental Office, you **must** note on the envelope that you have arranged a sublet and the apartment is still in use. The subtenant must return all keys to the Rental Office at the end of the sublet.

MAIL: You must forward your own mail & packages. Use the *Change of Address* section at www.USPS.com to forward your post office mail. If you don't change your address, your mail will be returned to the sender as undeliverable. The rental office does not hold or forward mail or packages that arrive after you move out. Update your auto-saved address with Amazon, subscription services, banks, medical providers, etc.

ELECTRICITY: If you have separately metered electric service, you must turn off your own electric service as indicated here. Visit www.NYSEG.com now to schedule your turn-off service date. You will need to know your account number. Choose "Turn Off Service." Disconnect the electric meter ***only***. Select "Outside Meter."

ALL TENANTS: You are required to leave your electricity on until your lease ends. Schedule your turn-off request for the end date of your lease (See Page 1 for date). If you are moving out before the end of your lease, you may be permitted to turn off service when you leave, ***IF AND ONLY IF*** you move out early and do not sublet your apartment. Contact the Rental Office for permission before doing so. Your Security Deposit may be charged for electricity usage if you schedule a service turn-off too early.

IRIS (Ithaca Renting Internet Service): There is no equipment to return. Your service will end automatically.

SPECTRUM CABLE & CABLE MODEM: You must return your cable box, modem or router equipment directly to Spectrum, or you will incur a lost equipment fee. **Do not leave Spectrum cable or internet equipment in your apartment.** We do not return it for you. Visit www.spectrum.com for information on how to close your account.

CLEANING: You must clean your apartment before your lease ends. **Avoid Cleaning Fees!** Please refer to the detailed directions online at www.ithacarenting.com/downtown-move-out-information/. Plan to:

- Vacuum carpets, clean all surfaces, clean out drawers and cabinets, clean smudges from walls, doorknobs.
- **Remove anything that you attached to the walls.** This includes nails, screws, tacks, tape, Command strips, Command hooks, and all adhesive fasteners. You will be charged for any tape marks and damaged paint.
- Scrub appliances, bathroom fixtures, & mirrors with appropriate cleansers. Use oven cleaner inside ovens.
- Mop or wash the linoleum floors (kitchens and bathrooms).
- Clean freezer and refrigerator compartments inside and out. Do not use sharp objects to remove ice!
- **Leave refrigerator plugged in and turned on.**
- Remove all trash and recyclables and place them in the trash room for your floor or the dumpster for your building. **The fee for removal of trash or other items left in the apartment is \$40 per bag.**
- Double-check everything before you leave to make sure that you have removed all personal belongings.
- Lock the door behind you (both bedroom *and* apartment doors).
- Once your keys are returned, **you have vacated your apartment.** This means that you have returned the apartment to us and you are no longer allowed to re-enter the apartment.

ABANDONED PROPERTY: Any items left in your apartment at the end of your lease will be considered abandoned and become the property of Ithaca Renting Company. You may also be charged for their removal.