



## Move-Out Information Form

### 1. Key Return & Move-Out Date

- All keys, garage remotes, fobs, and access devices must be returned by confirmed move out date.

### 2. Preliminary Move-Out Inspection

You have the right to request a preliminary move-out inspection. This allows you to correct potential deductions before move-out.

(Must be scheduled no earlier than 14 days prior to your move-out date.)

### 3. Security Deposit Process

- Your security deposit will be returned within **21 days after change of possession**, minus any lawful deductions for unpaid rent, damages beyond normal wear and tear, utility charges, or necessary cleaning to return the property to rent ready.

- An itemized statement of any deductions will be provided to you.

### 4. Forwarding Address

Please update your forwarding address in your **AppFolio tenant portal** so we can return your security deposit and send any future correspondence.

### Tenant Acknowledgment

Our office will be in touch with you regarding any scheduling that needs to take place.

Please refer to your lease for any exact descriptions of move out procedures.

Property Management & Leasing Team