



## **MOVE-OUT PROCEDURES**

1. Clean the apartment thoroughly (stove, refrigerator & tub included).
2. **REMEMBER TO REMOVE CONTENTS FROM YOUR STORAGE LOCKER AND KEEP STORAGE UNLOCKED.**
3. **DO NOT PATCH ANY NAIL HOLES OR PAINT THE APARTMENT. If you have painted your walls another color, you are responsible to return the walls to the original color.**
4. Call all utility companies to arrange for transfer of service back into the community's name and final meter readings.
5. Return **ALL** keys (there will be a charge for any missing keys) to the community office and leave your **forwarding address**. Label keys with your building and apartment # or place them in an envelope with that information on the outside of the envelope.
6. Complete a change of address with the Post Office.
7. If your final water bill is not paid by the time we reconcile your security deposit, it will be deducted from the deposit and paid to P.B.M.A. and/or M.A.W.C. The return of bills paid and deducted will be refunded by Holiday Park Apartments.

**IF YOU ARE MOVING OUT DURING THE WINTER MONTHS, PLEASE LEAVE THE HEAT SET AT 60 DEGREES.**

*SECURITY DEPOSITS WILL BE RETURNED WITHIN THIRTY DAYS*

We would greatly appreciate if you would take a few minutes of your time to complete the attached questionnaire, and return it to the community office at the time of your move-out. The few minutes you spend will be a tremendous help to us in improving our community and our services.

We hope you have enjoyed your stay, and we wish you the best of luck in the future!