

## MOVE-OUT AGREEMENT

We Hope You Enjoyed Your Time!

Name: \_\_\_\_\_ Apartment Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial below to confirm that you have read and agree to these statements:

\_\_\_\_\_ I understand that I will be charged for any unreturned keys (\$50 Key Fob, \$50 Mail Key) and  
*Initials* parking pass (\$25).

\_\_\_\_\_ I understand that I am responsible for any damages found in my unit. Damages found in the  
*Initials* common areas will be charged to all roommates.

I take full responsibility for the following damages in the common area, if any: \_\_\_\_\_

### FORWARDING ADDRESS

Below is my forwarding address for account purposes:

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### KEYS & PARKING PASS

**I AM RETURNING THE FOLLOWING:**

\_\_\_\_\_ Key Fob  
*Initials*

\_\_\_\_\_ Mailbox Key  
*Initials*

\_\_\_\_\_ Parking Pass  
*Initials*

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FOR OFFICE USE ONLY:

Amount Due on Account: \$ \_\_\_\_\_

Paid Prior to Move-Out?  No  Yes Check # \_\_\_\_\_

Leasing Professional: \_\_\_\_\_