

Dear Residents,

Move out time is fast approaching. This letter is a reminder that your current lease ends in July 20s at ***12:00 noon***. Please check your lease for your move-out date. If you are staying, please disregard this letter. Thank you.

**Your move out date is very important to us. Please email us back at** ***admin@prestigeprop.com*****or call us at 319-512-7616 Ext 1 and let us know the date that you will be moving out. We really appreciate your information!**

**When you move out, please,**

* Read the move out flyer in the attachment.
* Go over the cleaning checklist and *plan for cleaning.*
	+ <https://www.prestigeprop.com/wp-content/uploads/2021/02/cleaning-inspection.pdf>
	+ <https://www.prestigeprop.com/wp-content/uploads/2021/07/Check-in-Check-out-list-2021.pdf>
* Schedule carpet cleaning if you have carpet in your unit – professional cleaners only, no rentals like Rug Doctor. If we don’t receive the carpet cleaning receipt, and if your carpet needs to be cleaned, we will charge against your deposit for the carpet cleaning fees.
* Security deposit holder:
* make sure we have your forwarding address.
* collect all keys and carpet receipt if applicable to return to the office (401 S. Gilbert St.) on the lease end date.

We take possession at noon on July 24th or 26th (per your lease), if there is anything remaining in the unit, we will remove those items and charge back. No furniture should be left on curbside, dumpster, or anywhere in or around the building.

**Remember: All expenses will be taken out of your security deposit:**

* To finish cleaning adequately. Places easy to miss are:
	+ Under fridge
	+ Inside and sides of oven
	+ faucet bottom
	+ baseboard
	+ windowsills.
	+ Please remove all the food from the refrigerator before you move. Do **not** unplug the refrigerator.
* Repairs to your apartment (including light bulbs, and fire alarm batteries)

**Lastly:**

* If you are leaving for summer break, please remember to either pay through the portal or leave us with post-date checks for the summer months (June and July).
* Security deposit less applicable charges will be returned within ***30 days of your lease end***. We will only issue ***one check*** made out to the designated tenant. The designated tenant must distribute the security deposit to the other tenants. For a fee of $35 per person, we will divide the remaining security deposit into equal amounts and write a separate check to each tenant.

**Unit transfers and partial move outs:**

* Please call the office at 319-512-7616 ext. 4 for additional details on the specifics of your move.

Please let us know if you have any questions. Thank you very much for your cooperation.

Best Wishes,

The Prestige Properties Team