

## **MOVE-OUT LETTER**

### **PREPARING YOUR UNIT FOR MOVE-OUT**

All of your belongings must be removed from the apartment by 5 PM on your lease agreement's end date. You may contact the leasing office to check when your lease agreement ends. 10-month lease terms typically end on May 31st, whilst 12-month lease terms end on July 31st.

Your unit must be vacated by the aforementioned lease end date. You will be charged a fine for each day that your unit is occupied after the lease end date as this is a violation of the lease agreement. All unpaid fines and outstanding balances will be sent to collections. The resident must understand and agree that the landlord, Sparta505, has the right to remove any personal property from the apartment after the lease agreement ends. The landlord and the landlord's agent are not responsible for any potential damages or loss of personal property.

The furniture in your bed space must be returned to its original position. You may refer to the floor plans listed on our website, [sparta505.com](http://sparta505.com), as a guide. Please leave the unit the same way you found it.

You should clean your apartment and check thoroughly for any damages. Report any damages by submitting a work order via the resident portal. An apartment that is found to be unclean and/or damaged will be subject to fines and/or a forfeiture of the security deposit.

The final step is to return your Sparta505 keycard to the leasing office by 5 PM on your lease end date. If you have a parking spot with us, your RFID tag must also be returned to the office. Lost or unreturned keycards and RFID tags will incur a \$100 fee each.

## **RETURN OF DEPOSIT**

Prior to moving-out, we will inspect your unit's condition to check for any damages and to ensure your unit is in a clean-state. An apartment that is found to be unclean and/or damaged will be subject to a partial or full forfeiture of the security deposit.

If eligible, your security deposit will be refunded to you via a check sent through the mail. Please send an email to [info@sparta505.com](mailto:info@sparta505.com) with your forwarding address and the name we should write the check out to.

The email should be titled:

"[Your Name] - Forwarding Address"

The deposit will be returned to the address provided. We cannot issue the check until the address has been confirmed with us.

The security deposit check will be mailed out within 21 days after your move-out date, given there are no issues with the unit.

If you are renewing your lease at Sparta505, your security deposit will carry over to the next term.

## **MAIL**

Past residents should update their mailing address immediately after moving-out. Please visit the post office and ask to have your mail forwarded to your new address. The leasing office cannot forward or retain any mail or packages that are delivered to the apartment after the resident has moved-out. We will only return the item back to the sender.

## **REPAIRS**

Holes that were drilled into the walls must be patched prior to move-out. A work order can be submitted via the resident portal if the tenant is unable to patch the holes themselves.

Mounted televisions can be removed from the wall by submitting a work order.

## **10-MONTH LEASE AND RENEWING**

If you currently have a 10-month lease term and are renewing for the Fall, you must remove all of your belongings from the unit during the gap between leases. You can move your belongings back in when the new lease starts. The Sparta505 keycard and RFID parking tag (if applicable) must be returned to the leasing office by 5 PM on May 31st.

## **12-MONTH LEASE AND RENEWING**

If you currently have a 12-month lease term and are renewing for the Fall, you may remain in your unit and won't need to move-out. Please note that our cleaners may enter the apartment if you have roommates moving out. Do not occupy or use a vacant space for storage. We will notify you beforehand if cleaners are scheduled to enter your apartment.

Residents who are renewing for a different unit next Fall will need to move their belongings as soon as the new unit becomes available. You would be notified when your new unit is ready, and your new unit number will be emailed to you. You must stop by the office during our opening hours to exchange your keycard. Please update your renter's insurance policy with your new apartment number and lease dates.

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### **Summary**

If you are moving-out and not renewing, email us at [info@sparta505.com](mailto:info@sparta505.com) with your home address so we can return your deposit. Please also tell us the name for the deposit check.

Remove all of your belongings from the apartment and return the keycard and parking tag to the office before your lease ends. (May 31st for 10-month leases and July 31st for 12-month leases)

The apartment should be in the same condition as you found it. Please report damages by creating a maintenance request.

Remember to cancel your renter's insurance policy if you are not renewing.

## MOVE-OUT CHECKLIST

- Remove all of your belongings from the apartment.
- Check the dishwasher, refrigerator, laundry machines and all cabinets to ensure you are not leaving behind any belongings.
- Move the furniture in your unit back to its original position. You may use the floor plans listed on our website as a guide.
- Make sure your apartment is clean and check for any damages. Report any damages by making a work order via the resident portal.
- Return your Sparta505 keycard and RFID garage tag (if applicable) to the leasing office.
- Cancel your renter's insurance policy.

You may borrow a cart to move your belongings from your room. Carts can be checked-out in the leasing office and must be returned after use. We will hold onto your photo ID until the cart is returned.

If you are in need of assistance to complete any of the necessary steps prior to move-in or if you have questions, please reach out to [info@sparta505.com](mailto:info@sparta505.com) or call our office at (408) 564-0718.

Thank you for choosing Sparta505!