

MOVE OUT POLICIES

PROCEDURE FOR VACATING YOUR APARTMENT

1. The move-out deadline is your **lease expiration date**. You cannot stay beyond that date without written authorization.
2. Please visit our web site (www.elmcampus.com/moveout.htm) and complete the move-out information page. We need this information to accurately process your security deposit refund. If you have multiple roommates, only the roommate receiving the security deposit refund should complete and submit this form.
3. We will conduct a final move-out inspection once your unit is completely vacant. The results of this inspection determine whether we need to make any deductions from your security deposit. We will bring the original move-in inspection report to this inspection.
4. Below is a list of potential charges for damages done or apartments left unclean. **Please review them carefully so you understand our expectations.** Kitchens must be scrubbed clean of cooking grease. The fees below are representative; you will be charged for our actual expense. Your residence must be left clean (including all appliances) and restored to its original condition, excluding normal wear and tear. **You may not leave any furniture or personal items in the apartment for future occupants.**
5. Be sure to return all keys and parking tags to avoid key charges.
6. If your departure falls during normal business hours – weekdays from 8:30 a.m. to 5:00 p.m. – please return your keys to our office at 1140 Chapel Street, Suite 201 once you've completed your move-out cleaning. Our office is located at on the second floor above Booktrader Café.
7. Should your departure time fall outside normal business hours, **please leave the keys on your kitchen counter and lock the door as you leave.** If you cannot lock the door without the key, lock the door and slide the key back under the door. If that is not possible, please call our 24 hour hot line (776-4466) and a maintenance staff person will be dispatched to lock your unit. We will collect the keys at your move-out inspection.
8. We will inspect all units after your move-out. Any damages will be noted and the corresponding charge will be deducted from your security deposit accordingly.
9. Notify the post office of your new address to ensure that your mail is forwarded to you. Please note that the management company is not responsible for forwarding your mail.
10. We can be reached at help@elmcampus.com or 776-4466.

CLEANING AND REPAIR CHARGES (SEE BACK OF THIS PAGE)

If, prior to moving out, you do not adequately clean your apartment, your security deposit will be charged the appropriate fee. The prices below are estimates only. If we incur a higher cost for cleaning and/or repairing an item, you will be responsible for paying the higher cost.

July 14, 2008

ELM CAMPUS PARTNERS, LLC

Kitchen Cleaning

Oven	\$ 75
Drip Pans	50
Refrigerator	50
Dishwasher	25
Cabinets/Counter	40
Floors	100

Bathroom Cleaning

Tub/Shower	\$100
Toilet	25
Sink/Counter	25
Cabinet	35

Miscellaneous Cleaning

Carpet Cleaning	\$250
Wood Floor Damage/Refinish	300
Carpet Repairs	150
Trash/Furniture Removal	100(per truck load)
Painting	750 – 1,000
Parquet Floors	50
Holes in Walls	100

If any items are missing or damaged to the point that they must be replaced when you move out, you will be charged for the current cost of the item, plus labor and service charges. A representative list of replacement charges is provided below. These are estimated prices only; if we incur a higher cost for replacing an item, you will be responsible for the higher cost.

<u>Item</u>	<u>Cost</u>
Window Glass	\$ 150
Window Screens	75
Window Blinds	50
Mailbox Key (lost or not returned)	50
Door Key (lost or not returned)	75
Refrigerator Shelves/Racks	50
Mirrors (bath)	100
Door (interior)	150
Light Fixture	50
Countertop	350
Front Door Key/Main Key/Key Card	50