



Move Out Procedures

Listed below are some reminders for when you move out of your apartment:

- The unit must be vacated no later than NOON on the day your lease ends. If you have not vacated by NOON on the day your lease ends you will be responsible for any additional costs incurred to Park Point, as well as costs incurred to the new tenant if their move-in is delayed. Daily charges will be applied to your account until all your belongings are removed and you have turned in your move-out paperwork and keys.
- If you are transferring to a different unit within Park Point, you will need to go through the checkout process on your current room.
- Please print and review all attached forms. You will need to turn in the Resident Check Out & Forwarding Information. The Cleaning Outline is for review. Hard copies will be available in the office or at security.
- If you would like to schedule an inspection of your unit before moving out, please contact the leasing office. If you do not schedule an inspection it will be done after your lease end date.
- If you plan to leave before the lease end date, please make sure that all paperwork is completed and turned in. If you leave before your lease end date you are still responsible for the rent through the end of the lease agreement.
- If any damage/cleaning fees are incurred, they will be deducted from any remaining balance on your account, otherwise you will be billed. If there is a remaining balance after cleaning charges have been assessed, the balance will be refunded within 45 days of lease end date.
- Please be advised that portable moving and storage containers are allowed on the premises, however you must get Park Point management's approval prior to the delivery of such containers. Storage containers must not be on the property for more than 48 hours.
- Please reference the cleaning Outline prior to moving out.
- Please be sure to return your DirecTV box and remote to the leasing office (if applicable).
- If you are moving out after office hours, you can turn in the completed forms and all keys to the Security Office located in the 300 Building.

PARK POINT

Cleaning Outline

(The list below is what we base our inspections on)

Walls/ Baseboards/Doors/Door Frames: Wash and remove any black marks, dirt and grease.
Dressers/Desks: Thoroughly clean inside & out.
Refrigerator: Thoroughly clean inside and out. Make room for the new occupant to place his/her food.
Stove: Clean the top burner plates, broiler, and oven. Clean and remove all burnt food and grease throughout the oven. Clean under stove top and the drip pans under the burners. Clean range hood exterior and interior, including filter and light cover.
Cupboards: Thoroughly clean inside and out. Make room for new occupant to place his/her food
Floors: Thoroughly clean. Clean in the corners and around the edges. Remove all items from the floors including scuff marks and vacuum under and around all furniture. Mop kitchen and bathroom floors. (DO NOT WAX)
Furniture: Thoroughly clean. Clean under cushions.
Shower/Sinks/Fixtures/Counter Tops: Clean thoroughly. Clean under around the base and tank.
Toilet: Clean thoroughly, removing all stains inside the bowl. Clean around the base and tank.
Windows Blinds: Thoroughly dust.
Windows: Wash inside. Wash the sills and window groove wells. If there is a sliding glass door, clean the glass and the door grooves.
Garbage: Remove all trash to appropriate trash dumpster.
Closets: Clean thoroughly. Vacuum floors and wipe down shelves.
Microwave: Clean thoroughly.
DirecTV Box & Remote: You will be receiving a separate email on how to return your DirecTV Box and Remote.
Dishwasher: Remove utensils, clean filter area.

Upon the expiration of your lease, the unit and all common areas will be left in the same clean and operational condition as when the resident moved in, less reasonable wear & tear. If the apartment is not found to be in the same condition, Park Point will charge the resident for any damage/cleaning fees incurred. Any damages in the common area will be assessed to the apartment as a whole. These charges will be equally assessed between all tenants. Damage to individual bedrooms will be applied only to the appropriate tenant.

300 Park Point Drive, Suite 108, Rochester, NY 14623

Office (585) 272-2525 Fax (585) 272-2531

www.ParkPointRochester.com



Resident Check Out & Forwarding Information

Resident Name: _____ Apartment #: _____
(print)
Date: _____ Lease End Date: _____

The following items have been returned:

Swipe Card Apartment Key Mailbox Key
Key Code: _____

Please provide an updated address and telephone number so that we will be able to send you follow up information if you are returning next academic term or if you are eligible to receive a refund of your Security Deposit.

Note: It is your responsibility to inform the postal service (and others) of your change of address. We will not forward your mail to you but will instead return it to sender – even during the summer months.

Summer Contact Info:

Updated Address: _____

Updated Phone #: _____
Updated E-mail Address: _____

For Management Use Only	
<input type="checkbox"/>	Keys Entered in CRM
<input type="checkbox"/>	Inspection Done & Charges Entered
<input type="checkbox"/>	Ready for Accounting Review
Int: _____	Date: _____

Resident Signature: _____