



Move out time is fast approaching. This letter is a reminder that your current lease ends **July 22nd or 24th** 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* – Located under Leasing Process on our website.
- Schedule carpet cleaning if you have carpet in your unit – professional cleaners only, no rug cleaners.
 - If you schedule carpet cleaning, you MUST provide a receipt. If not provided, we will assume it's not clean and charge against your deposit for the carpet cleaning fees.
- Security Deposit Holder:
 - Make sure we have your forwarding address.
 - Collect all keys and carpet cleaning receipt (if applicable) to return to the office (401 S. Gilbert St) on the lease end date.

We take possession at noon on July 22nd or 24th 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, or dumpster.

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

- To finish cleaning adequately. Places easy to miss are:
 - Under Fridge
 - Oven inside and out
 - Under Faucets
 - Baseboards
 - Windowsills
 - Please remove all the food from the refrigerator before you move.
Do **not** unplug the refrigerator.
- Repairs to your apartment (including light bulbs, blinds, fire alarm batteries, and nail hole patches)

Lastly:

- If you are leaving for summer, please remember to pay rent for the summer months (June and July).
- Security deposit less applicable charges will be returned **30 days after your lease end**. We will only issue **one check**. The designated tenant must distribute the security deposit. For a fee of \$35 per person, you can request we write separate checks to each tenant.

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