

MOVING OUT ISTRUCTIONS

Dear Tenants:

According to our contract, we are asking that you vacate the premises by the termination date at 10:00am. There will be \$ 50.00 per hour if the moving out is delayed and this is the final attempt to have the property cleaned and you may not be allowed to return after moving out. You must designate one person to receive your deposit, leave keys and designated person's address, phone number, zelle info, etc. on Kitchen counter top and lock the door of your premises. There will be \$25.00 charge for each missing key. **Please refer to your contract for term and return of your security deposit. Deposit return can take up to 30 days.**

You are responsible for removing waste from the property towards the end of your rental period. Please begin eliminating small waste and clutter in the coming weeks before move out. Do not wait until the last day, as the city will not pick up waste outside of the bins. For larger waste, such as furniture, you are responsible for removal. **The city will not collect large waste outside of bins** unless scheduled online at:

<https://www.atlantaga.gov/government/departments/public-works/office-of-solid-waste-services>

Be sure to schedule a few weeks to a month in advance depending on volume of bulk items (waste department will usually limit 2 bulk items per collection). Multiple appointments may be necessary.

Failure to successfully eliminate waste from property will result in **CITY ENFORCED CITATIONS**. Tenants are responsible for removal of waste, and therefore responsible for citations resulting from failure to do so. **We will not fight the citation and will pay the fine immediately from your security deposit.**

The apartment must be cleaned and brought back to the original condition prior to moving into the apartment. If it is not in satisfactory condition including the yard, a crew will be sent over to clean the unit and you will be billed for the work.

Some examples of charges (but not limited to) are as follows:

1-KITCHEN: including Ref., Stove, Sink, and Dishwasher.	\$95.00
2-BATH: including Tub, W/C, and Sink (each bath)	\$95.00
3-PAINT: touch up paint each room (Hall way will concenter as a room)	\$50.00
4-FLOORING: each room (Hall way will concenter as a room)	\$50.00
5-LAUNDRY:	\$25.00

We appreciate your full co-operation in this matter.

Thank you,
Kia Tehrani