

# MOVE-OUT CHECKLIST

Your lease EXPIRES AT NOON on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at (address) \_\_\_\_\_

\_\_\_\_\_ All appropriate companies for disconnection have been called  
\_\_\_\_\_ Forwarding address has been given to the Champaign Post Office

## KEYS & THE RETURN OF YOUR SECURITY DEPOSIT

**Please return keys & remote controls by noon on the day your lease expires.**  
All keys must be returned or you will incur a **LOCK CHANGE CHARGE**.

If we are not open when you return keys – there is a drop box at the front of the Leasing Office. **PLEASE PUT KEYS IN AN ENVELOPE WITH APARTMENT ADDRESS, YOUR NAME, AND FORWARDING INFORMATION.**

## NUMBER & TYPE OF KEYS RETURNED

\_\_\_\_\_ Apartment Key(s)      \_\_\_\_\_ Security Door(s)      \_\_\_\_\_ Mailbox  
\_\_\_\_\_ Laundry      \_\_\_\_\_ Remote Control      \_\_\_\_\_ Garage

## SECURITY DEPOSIT

Your Security Deposit will be returned within **30 days of your lease expiration (end) date.**

To return you Security Deposit we need a **forwarding address:**

\_\_\_\_\_

**Forwarding Phone #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PLEASE RETURN THIS SHEET WITH YOUR KEYS**