

## Queen City Apartments - Move-Out Procedure

### Move-Out is **MAY 26th** by 12:00 Noon

\* Regarding the return of your security deposits. We can return deposits only when everyone has departed from your apartment and you have called us for inspection. *Please call us the day before your departure so that we can do a walk through with you.* If everyone is leaving together, we would like to return your checks to you before you leave Burlington. Many of you will not leave together, so later this week you will find a packet of envelopes at the door of each apartment. If we need to mail your deposit to you, please leave a self-addressed envelope in the freezer with your keys. If you can also let us know what your expected date of departure is that will be helpful for our transition planning. Deposits will be returned within 14 days of the end of your lease.

\* We do not have flexibility in accommodating late move-out and \$100/hr will be decremented from your security deposits for any late move-outs beyond 5/26 at 12:00 Noon.

- Please call now to disconnect your utilities with the utility vendors:  
**Burlington Electric: 802-658-0300** - Electric must be left on through the end of your lease on 5/26/13 -- even if you are moving out early.

**Vermont Gas: 802-863-4511**

**Comcast: 1-800-XFINITY (1-800-934-6489)**

**[www.usps.com](http://www.usps.com) > manage your mail > change of address** to forward your mail to your new address.

\* Please ensure that you have cleaned your apartment so that it is in move-in condition. Clean is defined as: further cleaning is not required for the incoming renters to move-in. Additional cleaning will be charged to you at \$40/hour and \$65 per appliance. Hint for your oven cleaning: please run your oven self-clean cycle prior to your move-out. If you need a cleaning service recommendation prior to 5/26, please let us know.

### Contact us: Ruth Hill

**c: (704) 728.9077**

**e: [ruth@queencityapartments.com](mailto:ruth@queencityapartments.com)**

**[www.queencityapartments.com](http://www.queencityapartments.com)**

\* All keys should be left in your freezer-- exterior building door keys, apartment keys, and mail keys. If you do not leave all keys, we will have your locks changed and new keys made and the fee for this service will be decremented from your security deposits.

\* DO NOT leave any trash or furniture on the Green Space in front of your apartment. You will be subject to a \$500 fine for any violations.

\* Bikes - a reminder to take your bike off the bike rack. Locks will be cut and bicycles discarded at the end of May.

\* We have enjoyed having you with us this year and wish you our very BEST in your future endeavors. We hope you go out and make the world a better place!