



## The Cottages of Lubbock- Move Out Guide

We hope you enjoyed your time while here at the Cottages of Lubbock. Although we hate to see you go, this packet entails everything that you need to know about moving out in order to make it a breeze!

### **REMINDERS**

1. Fill out your NOTICE TO VACATE form at LEAST 45 days prior to moving out!
  - a. **You will be charged \$150 for failure to complete the Notice to Vacate form prior to 45 days before move-out.**
    - i. If you do not give us the move-out notice as described above you will be charged \$150.00 as an Improper Notice Fee. Except to the extent that your Security Deposit is to be used to pay any of your other obligations under this Lease, we may elect to apply the remaining Security Deposit, if any, toward the Improper Notice Fee
2. **You MUST be COMPLETELY OUT of your unit by 12pm on JULY 31<sup>st</sup>.**
  - a. **HOLDOVER.** If you still occupy the Premises past the Ending Date, the date contained in your move-out notice, or the date on which we notify you to leave the Premises, then you owe us Rental Installments plus an additional twenty-five percent (25%) for the extra time that you stay in the Premises (payable daily in advance without notice or demand) plus, all of our damages and damages of the person who could not move in because of your holdover. Should you fail to vacate the premises by the end date and time, you will be charged, at a minimum, a \$200.00 fee
3. Now is a great time to set up your mail forwarding as well. Visit [www.usps.com](http://www.usps.com) for more information! We will not be responsible for forwarding any of your mail!
4. Notify LP&L that you need to end your service with them effective your move-out date. You will need to place the utilities back into our name. **DO NOT TURN OFF THE UTILITIES COMPLETELY.** Keep in mind you are still responsible for your rent and utilities through the end of your lease, regardless if you move out early.

# MOVE OUT CONDITION OF YOUR UNIT

## Clean your apartment!

- Your apartment should be left clean! This includes but is not limited to: cleaning bathrooms, the refrigerator, closets and cabinets and floors (don't forget to check the attic too). If you rent our furniture, please make sure that you clean that as well!
- Be sure to take everything with you (including trash) when you leave. Charges for remaining items that need to be removed is \$50 per bag/person!
- File any work orders EARLY!!! If you have damages in your unit, you will be billed for them regardless. File them early so you do not have surprises when you move out!
- If you are responsible for any damages in your apartment, make sure we have a work order on file in your name so you are billed correctly!
- Please DO NOT fill small holes. Our team will fill any holes in the wall for FREE if they are smaller than the size of a dime. Please let our team take care of this for you.
- Here are some expectations and some common cleaning problems from last year!
- **Kitchen**- All of the appliances should be clean and free of any residual food. Be sure to clean the inside and outside of the refrigerator, stove, oven, microwave and dishwasher. These appliances are often forgotten and the cleaning charges for these items add up quickly.
- **Bathroom**- The Tub, shower, toilet, sinks and fixtures should all be cleaned thoroughly. The floor should be mopped and the counters and cabinets should be wiped down.
- **Carpet**- Normal wear and tear is expected, but we look for stains, tears, and holes.
- **Trash**- Take all of your trash to the dumpsters. Do not leave any trash inside the Apartment our outside the front door. If we have to remove any trash, boxes, or any other items for your apartment you will be charges \$50 per bag

## Move Out Charges

This is a list of estimated charges that may be assessed should cleaning, repairs and/or replacements be required to prepare your unit for future occupancy. The purpose of this list is to provide you with an idea of the estimated charges, it is not intended to be a complete listing of all charges.

*\*Please note prices are subject to change*

<b>Item</b>	<b>Cost</b>
Bedroom Key	\$25
Mailbox Key	\$25
Clubhouse Key	\$50
Parking Pass	\$25
Fob Key	\$50
Trash Per Bag	\$50
Blinds	\$90
Carpet Patches	\$75-\$150
Carpet Bedroom Replacement	\$330-\$574
Carpet Common Area Replacement	\$667-\$1,336
Front/Back Door Replacement	\$1,300
Stove /Oven Cleaning	\$55
Dirty Unit (Bathroom, Bedroom, Kitchen, Common Area etc.)	\$100-\$225 per room
Refrigerator Cleaning	\$45
Wall Color Change	\$175 at minimum

\*Each!! Doors are custom made.

\*if electricity is turned off it can ruin the fridge! Replacement is \$1,100!

Any common area damages will be split among all the residents in your unit. If you are one of your roommates are responsible for damage to a common area, we must receive an email stating what the damages are and who the charges belong to.

## Check Out Process

After you have removed all of the items from your unit and you are ready to leave there a few more things that you will need to take care before you are all set.

1. **All of your belongings must be removed from your unit by 12pm on the 31<sup>st</sup>** (May or July depending on your lease end date). Please remember any items left in the unit will be trashed and there is a \$50 charge per bag of trash.
  
2. **Check-Out Envelope**
  - a. You will need to fill out a checkout and key return envelope which is located at the front desk. Please be sure to put all 4 keys (Clubhouse, Bedroom, Mailbox, and Fob key) and 1 parking pass into the envelope. Please be sure to fill the form out correctly and enter your forwarding address on the envelope. Failure to turn in the correct items at the time of checkout will result in your account being charged for these items.
  
3. **Account balance**
  - a. Please be sure to check your balance before you move out. You can pay your balance via the portal with your checking account and routing information or a debit/credit card. You can also pay with a check in the front office or a money order.

Once you have moved out we will go into your unit and complete a damage assessment. All damages will be compared to your move in inventory that was turned in to us. Please note that if you did not turn your inventory in by the deadline you will be charged for all damages. Any damages that are not on the unit inventory will be charged accordingly.

## Final Account Statement and Security Deposit

You will receive your final account statement and security deposit (if applicable) 30 days after the end of your lease. We will send your Final Account Statement and deposit refund to the forwarding address on file. If there is no balance on your account, your original security deposit will be sent back to you. ***Should you wish to contest any charges assessed to your account, all disputes must be submitted to our office in writing, and will be reviewed in the order in which they are received. All disputes can be emailed to [Info@thecottagesoflubbock.com](mailto:Info@thecottagesoflubbock.com).***

Please be aware that the security deposit is not for your outstanding balance. All balances must be paid in full before move out. The security deposit is for any damages discovered at move out. If your security deposit is not enough to cover your damages and/or outstanding balance, we will mail you a statement of your deposit. We will indicate your balance due and it must be paid in full within 10 days. If we do not receive payment, the resident and guarantor will be turned over to a collection agency to recover the unpaid balance.

## FAQ

### **1. How should I proceed if my roommates renewed and are not moving out or if I want to move out before they do?**

- a. You do not have to move out at the same time. However, please note that you are responsible for common area damages and cleanings.

### **2. My roommate damages something in our common area. How can I make sure I'm not charged?**

- a. If your roommate damages something in the unit, they need to notify the office in writing that they are responsible for the damages. If the person responsible for the damages does not notify our office in writing then the charge will be split equally amongst all roommates.

### **3. Can I move out after 12PM on my lease end date?**

- a. No. Please plan ahead. According to your lease if you occupy your unit after 12pm on the move out date, you will be charged a hold over fee. The fee at minimum is \$200 plus 25% of your monthly rental installment which is charged daily.

### **4. Can I move out early?**

- a. Yes, you may choose to move out before your lease expires. In fact we encourage this so that you don't have to be in the middle of move out chaos! Moving out early does not cancel or terminate your lease. You are still responsible for your contract (rent, utilities, and common area cleanings)

### **5. What if I never turned in my unit condition form?**

- a. Unfortunately, if you never turned in the form there is no way for us to know what damaged was before you moved in. When we inspect your apartment you will be charged for any damages.

### **6. What do I do about my mail/packages?**

- a. We suggest that you contact the postal service to update your address with them. We will not be able to access your mailbox. It is important that you update all of your account with your new address.