

Proper Move-Out Procedures

New Boston Property Management

Your lease states that you must submit an intent to vacate 30 days prior to your moving in order to not forfeit your Security Deposit. All steps must be followed correctly for this to happen. This will help you answer any questions that you may have as far as the

What if I move out before the date on my Intent to Vacate form?

Use the following procedures for those who completed an IV and yet move out early.

- You should turn in your apartment keys for move-out on the 30th day after the Intent to Vacate form was completed. Your Intent to Vacate form will be in effect for move-out on this date: _____.
- If you wish to submit the apartment keys earlier than the stated 30th day and still be able to receive your security deposit, you may place your keys, mailbox keys and parking permit in a *sealed envelope* with the following items on the outside of the envelope:
 - the apartment number
 - resident name
 - date to open the envelope (this should be the date listed on the IV)
 - ATT: Keys to apartment
- The envelope may be placed in the drop box or submitted in person at the Central Office.
- The envelope will be opened on the date stated on the envelope and the apartment will be declared vacant that day.
 - Any rent or charges due will be deducted from the security deposit.
 - Balance or bill will be mailed to the address listed on the IV.

Do I have to pay my rent when I'm moving out before the end of that month?

Yes, to avoid any late charges, rent must be paid in full by the fifth (5th) day of the month. If a resident is moving out during the month, rent should be paid in full to avoid late charges. Any excess rent will be credited to the tenant's account.

What if I can't get moved out by the date on my Intent to Vacate form?

That's fine. Just keep your Occupancy Specialist informed of any delay you may have. Remember, rent is charged for each day until you turn in your keys.

What if I decide not to move?

That's okay too. You should request in writing to the Executive Director a Removal of the Intent to Vacate prior to the due date you wrote on the form. That Intent to Vacate form will be voided and if you decide to move after that action, you must submit a new Intent to Vacate form with thirty days to vacate.

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Intent to Vacate Checklist

Head of Household: _____ Apt# _____ Phone: _____

Your date of intended Move-Out is _____ Alt. Phone _____

You have completed and Intent to Vacate Form. The following checklist contains duties you will need to perform. Be sure to...

- Clean Out:** Freezer Refrigerator
- Oven Range; remember to lift the lid to clean under the burners
- Clean the bathroom/s (shower/tub, sink, toilet, etc.)
- Clean the apartment to be ready for a move-out inspection

Gas and Electric utilities must remain **ON** as long as you have control of the apartment.
*Notify the utility companies about a service termination date. If your Electricity is turned off before you move and is turned in our name you will be billed for that amount.

- Gas – Centerpoint – 1-800-259-5544
- Electric – Swepeco – 1-888-216-3523 * If the electric utility is turned off, damage may result to the refrigerator. You will be charged for damages and possibly replacement.
- Cable – Vyve Communications – 903-629-5569 or your satellite provider
- Telephone – Windstream – 800-347-1991

Turn in all items belonging to NBPM at the main office. Here is a list of charges for all unreturned items.

- Apartment keys = \$5.00 each Parking Sticker = \$15.00
- NBPM ID = \$15.00 (If this doesn't apply to you then you won't be charged for it.)
- Mailbox Keys (both) = \$15.00
- Leave your forwarding address and phone number with the main office.
- Schedule move-out inspection with the main office prior to moving out.
- Complete change of address package and give to the post office.

NOTE: If the above intent to vacate date changes, contact the main office in writing no less than seven days prior to the original intent to vacate date. (Section IV, Item HH)