



12-MONTH LEASE MOVE-OUT PACKET

This packet is your move-out information. Enclosed are the following items:

- Check-Out Sheet – To Do List
- Forwarding Address Form for Security Deposit Return
- Utility Transfer/Shut Off Information
- Mail Forwarding Information
- Tenant Damage Price List

Please prepare yourself to be fully removed from your apartment/townhouse by 12:00 noon on:

July 29th, 2012

- **Joint/Several Leases:** Please select the ONE person in your unit to whom you would like the entire security deposit to be mailed. **This person will be responsible for distributing security deposit portions to each tenant.**
- **Individual Lease:** Each tenant will need to complete a forwarding address and return it to the office

Keep in mind, Michigan law states that you are required to inform your Landlord of your forwarding address within four (4) days of moving out. Failure to do so automatically waives your rights to an itemized list of damages. Please use the enclosed "Check Out Sheet" as your guide to make sure you have everything completed.

Please have all your belongings removed and your keys, access cards, and parking permits returned to the office by **noon on July 29th, 2012**. You will be charged for unreturned keys, access cards, and parking permits. We will provide envelopes for your items at our rent drop-box for after hours drop-off.

Security deposits will be returned within 30 days after lease termination with an itemized list of damages or deductions if any exist.

NOTE: If you are returning to the same unit in Campus West for 2012/2013 you will NOT be getting a deposit returned at this time. Please also be on notice of our intent to enter your unit between the dates of July 29th and August 16th to inspect and refurbish empty bedrooms. *If everyone in your unit has renewed we will not need to enter the unit.*

Thank you for your tenancy at Campus West Apartments. Good luck in your future endeavors.



Check-Out Sheet

- ☐ Complete Forwarding Address Form and Return it to Campus West Office
- ☐ Physically Move Out Belongings
(you may be charged for items left behind)
- ☐ Leave Unit in the Condition it was in when I Moved In (excepting minor wear-and-tear)
- ☐ Schedule Transfer of Consumers Energy to Campus West (as of July 29th, 2012, but not before)
- ☐ Shut Off DTE Gas (as of July 29th, 2012, but not before)
- ☐ Return Keys to Campus West Office
- ☐ Return Access Card to Campus West Office
- ☐ Return Parking Permit to Campus West Office
- ☐ Change/Forward Mail with the Postal Service



FORWARDING ADDRESS

Forwarding Address Form

For joint/several leases please designate a person responsible for disbursing the Security Deposit Refund. Tenants on individual leases must each submit a forwarding address form to our office.

UNIT NUMBER: _____

_____ **GREEN 4832 W. Campus Drive (Apartments)**
_____ **RED 4932 W. Campus Drive (Townhouse middle)**
_____ **YELLOW 4984 W. Campus Drive (Townhouse rear)**

Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Date: _____

This form must be returned to the Campus West Office prior to your moving out. If we do not have a forwarding address within 4-days of moving out your right to an itemized list of damages will be automatically waived.

For joint/several leases you agree to the above named person as your designate to receive your itemized security deposit settlement letter and check. You further agree to discuss as a group the division of charges and/or refunds.

Name

Signature

Name

Signature

Name

Signature

Name

Signature



UTILITY TRANSFER – SHUT OFF LIST

PLEASE CALL AT LEAST 2 WEEKS PRIOR MOVING OUT

YOU ARE RESPONSIBLE FOR ALL UTILITY COSTS UNTIL THE CONCLUSION OF YOUR LEASE. DO NOT TRANSFER SERVICE TO CAMPUS WEST PRIOR TO THE LAST DAY OF YOUR LEASE

Consumers Energy: 800-477-5050

Call to **transfer** service to Campus West as of 07/29/2012

DTE Energy: 800-477-4747

Call to **shut off** service as of 07/29/2012 after noon

MAIL FORWARDING INFO

United States Postal Service offers an online service to forward your mail. Please visit www.moversguide.com to change your mailing address.

CLEANING GUIDELINES:

A general cleaning of your apartment is a good idea to avoid unnecessary security deposit deductions. Damage charges may be assessed for items that require cleaning above and beyond normal use (such as excessively dirty stoves, refrigerators, dishwashers, sinks, toilets, and bathtubs)

CAMPUS *West* APARTMENTS

Damage Price List (Tenant Summary)

Knobs, Hangers, Hardware & Rods	Rate	Doors, Counter Tops, Trim & Cabinetry	Rate
Towel Rod	\$25.00	Bifold Door (lrg)	\$75.00
TP Holder	\$15.00	Bifold Door (typical)	\$65.00
Closet Knob	\$12.00	Replace Bifold Track	\$25.00
Pivot Piece	\$10.00	Jamb Piece and Stop	\$75.00
Drywall	Rate	Bedroom / Bathroom Door	\$125.00
Small Hole (screws)	\$3.00	Nail / Screw Holes in Door (x1)	\$10.00
Drywall Tear (adhesive pull)	\$10.00	Front Entry Door & Jamb	\$525.00
Corner Bead	\$35.00	Door Dent (non replace)	\$40.00
Small - Golf Ball Sized	\$45.00	Delaminated Door (non replace)	\$60.00
Medium - Softball Sized	\$65.00	Blinds & Screens	Rate
Large - Basketball Sized	\$95.00	Single Blind	\$45.00
Larger than Basketball Sized	CBC	Double Blind	\$60.00
Rerepairs	add 50%	Slider Blind Replace	\$78.00
Appliances	Rate	Slider Blind Slat (x1)	\$9.00
Large Burner Pan (x1)	\$8.50	Slider Blind Wand	\$9.00
Small Burner Pan (x1)	\$6.50	Slider Blind Operator	\$15.00
Fridge Retainer Bar (x1)	\$38.00	Window Screen	\$55.00
Dryer Lint Trap	\$60.00	Slider Screen Door	\$80.00
Lighting, Internet & Electric	Rate	Flooring	Rate
Globe Light	\$35.00	Townhouses	
Florescent Light Cover	\$55.00	Living Room & Hall Carpet Replacement	\$815.00
Thermostat	\$100.00	Bedroom Carpet Replacement (x1)	\$296.00
Smoke Alarm	\$35.00	Stairs & Landing Carpet Replacement	\$425.00
Wireless Router	\$150.00	Kitchen Linoleum/Tile Replacement	\$985.00
Internet Port	\$35.00	Apartments	
Under Stair Light	\$25.00	Living Room & Hall Carpet Replacement	\$645.00
Bathroom Light Fixture	\$35.00	Bedroom Carpet Replacement (x1)	\$395.00
Paint (based on needing only 1 coat)	Rate	Kitchen Tile Replacement	\$985.00
1 Wall Painted	\$50.00	Repair	
Bedroom Painted	\$100.00	Cracked/Chipped Tile (x1)	\$55.00
Ceiling Painted	CBC	Linoleum Tear over 4 inches	\$985.00
Plumbing & Fixtures	Rate	Linoleum Slits/Gouges (x1)	\$30.00
Toilet Replace	\$150.00	Cigarette Burn (x1) (multiple=replace)	\$30.00
Toilet Seat	\$20.00	Carpet Goo Spot (x1)	\$45.00
Toilet Handle	\$10.00	Carpet Run/Tear	CBC
Shower/Tub Crack	\$225.00	Carpet Stain - Permanent	
Sink Sprayer	\$15.00	Small - under 4 inches	\$45.00
Cleaning (beyond normal wear & tear)	Rate	Medium - 4 to 8 inches	\$65.00
Deodorize	\$75.00	Large - 8 to 12 inches (replace if over 12 inches)	\$75.00
Deep Appliance Clean	\$25.00	Miscellaneous	Rate
Deep Bathroom Clean	\$25.00	Unauthorized Tenant Holdover per Day	\$125.00
Removal of Tenant Items	CBC	Adhesive on Door (x1)	\$20.00
		Register Vent	\$20.00
		Fire Extinguisher	\$20.00

CBC = Case-by-Case

*this list is subject to change and is only a summary of charges