

# Early Checkout Instructions - Bountiful Court Apartments- Read Carefully

Name \_\_\_\_\_ Apt # \_\_\_\_\_ Cleaning Job # \_\_\_\_\_ Contract End Date \_\_\_\_\_  
Describe the location of your bedroom and bed \_\_\_\_\_  
Early checkout date/time: \_\_\_\_\_ Reason for early checkout? \_\_\_\_\_

This form is to be used by those residents who checkout **BEFORE** the last day of their contracts. Please do the following in order:

- 1) Schedule an early checkout appointment with the office. The appointment must be scheduled during office hours and must be made at least two days before you plan to checkout. Be ready to be checked-out at the early checkout date/time listed above.
- 2) Choose a cleaning job and follow the cleaning instructions in your cleaning check packet. Extra cleaning check packets are available in the office. Remove all of your personal property (including food and cinder blocks) from the apartment. Make sure your cleaning job is completed and all your personal property is removed from the apartment **BEFORE** your early checkout appointment.
- 3) When you have finished your cleaning job, including your bedroom, have all your roommates sign below and verify that you have completed the job and that you have not damaged the apartment in any way. You must have signatures from all your roommates or you will be charged a no checkout fee of **\$50**. If you can't get a signature from each roommate, please contact the office manager during office hours for assistance. Use the spaces provided below for the signatures.

**\*ATTENTION REMAINING ROOMMATES\*** By signing, below you certify that your roommate's cleaning job, as outlined in the cleaning packet, has been cleaned. You also agree to re-clean your roommate's cleaning job on checkout day or pay the costs to have outside cleaners clean the job if it doesn't pass the final cleaning inspection. You also agree to pay the repair costs for damages done to the apartment by your roommate that were not reported to management before your roommate checked out.

Roommate #1 Name _____	Signature _____	Date _____
Roommate #2 Name _____	Signature _____	Date _____
Roommate #3 Name _____	Signature _____	Date _____
Roommate #4 Name _____	Signature _____	Date _____
Roommate #5 Name _____	Signature _____	Date _____

- 4) Tape your apartment key and your bike and parking stickers to this form and attach a 4" x 9.5" self-addressed stamped envelope to this form and give this form, your key, your stickers, and your envelope to the office manager who checks you out. Free envelopes are available in the office. You will be charged \$5 if you do not provide the office with a self-addressed stamped envelope. Failure to turn in your key on the day you checkout will result in a charge of \$15. Failure to turn in bike and/or parking stickers results in a \$25 charge. The envelope is for the return of your security deposit. You will receive your security deposit refund thirty days after the end date of your contract. We also recommend that before you leave you fill out a change of address card, available in the office, and drop it in the office drop box.

**PLEASE READ THE FOLLOWING VERY CAREFULLY:** If you fail to complete any part of steps 1 through 4 above, you will be charged a no checkout fee of **\$50** plus cleaning and/or damage charges, if applicable. If you move out before your contract ends without selling your contract, you are still responsible for the payment of rent until your contract ends. If you have sold your contract, ask management for written verification that your contract has sold. You are obligated to comply with the payment terms of your contract until you have received written verification that your contract has sold.

Contract sold to \_\_\_\_\_ Contract start date \_\_\_\_\_ Will live in Apt # \_\_\_\_\_

Check the cleaning job thoroughly following the cleaning packet instructions. Fill out a Fix-it Request and/or a Cleaning Request for anything that needs to be repaired or cleaned. Lock on the bedroom door? Y N Removed? Y N Seller's bedroom is ready for occupancy? Y N O M Initials: \_\_\_\_\_

## Charges

Key \$ \_\_\_\_\_  
Env \$ \_\_\_\_\_  
Cleaning \$ \_\_\_\_\_  
Damages \$ \_\_\_\_\_  
Sale fee \$ \_\_\_\_\_

## Charges

Prk stkr \$ \_\_\_\_\_  
Bike stkr \$ \_\_\_\_\_  
Late chkout \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

## Credits

SD \$ \_\_\_\_\_  
LRP \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**\*\*\*OFFICE USE ONLY\*\*\***

**BALANCE \$** \_\_\_\_\_ **TOTAL CHARGES \$** \_\_\_\_\_ **TOTAL CREDITS \$** \_\_\_\_\_ **REFUND AMOUNT \$** \_\_\_\_\_

Do not submit this form to accounting until \$ has been received from the new resident, if applicable. Attach Fix-it Requests and Cleaning Requests to this form and submit to accounting for a security deposit refund. Explain Other charges or credits on back. ☐ Check here if you have written notes on back.

Tape your key and your bike and parking stickers in this area.