



Move Out Letter

On the last day of your lease you must return all your keys to the rent drop box at 1001 E University **before noon**. Failure to return your keys on time will result in hefty holdover fees. Your keys must be in an envelope that is clearly labeled with your current address. If you are unsure of your move out day, please contact our office 734-747.6000

If you have not done so yet this is a **PRIME** opportunity to provide our office with your forwarding address. This is required in order for your security deposit balance to be returned to the designated resident after you move out.

To help you prepare for the big move we have put together a checklist of items that you will need to complete prior to your departure.

When you move out, your apartment must be in the same condition as when you moved in. You are responsible for all damages in your apartment (examples: carpet stains, marks/holes in walls etc). All bedroom doors are to be left opened and unlocked.

Below is what we are checking after you move out of your apartment:

Carpet: Vacuum and clean carpet, dust off base boards. We look for stains, tears and holes.

Bathroom: The tub, shower, toilet, sink and fixtures need to be cleaned thoroughly. The floor should be cleaned and counter/cabinets wiped down.

Kitchen: All of the appliances should be cleaned and emptied 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 about.

Trash: Take all trash to the dumpsters. **DO NOT LEAVE ANY ITEMS IN THE APARTMENT, OUTSIDE THE FRONT DOOR OR ON THE LAWN.** If we have to remove any trash, personal belongings, boxes or unwanted items from your apartment you will be charged \$25 per bag and \$50 per bulk item. Anything left in the apartment is considered trash and will be billed accordingly.

Living area: The floors should be cleaned and be undamaged

Windows: We look for bent, missing or torn blinds/screens

Electrical plate covers: Missing or damaged

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All the applicable charges will be added to your final account statement. This statement and the balance of your security deposit will be placed in the mail within 30 days after keys are returned. Reminder if you have not provided us with the designated residents forwarding address please do so leasing@oxfordcompanies.com

As an additional reminder you will need to contact any utilities companies you currently pay directly to have these services taken out of your name as of your move out date. (examples DTE and Comcast)

To finalize your account with Oxford you must turn in ALL the keys you received at move in and throughout the year to our drop box at 1001 E. University. Keys that are not returned will be charged to your account. (\$50 each)

We want to thank you for your cooperation in the move-out process, and trust that your stay with us has been an enjoyable one. It has been a pleasure having you as a resident with Oxford. We off our best wishes to all of you in the future!

If you have any questions or concerns, please contact our office between
8:30 am to 5:00 pm Monday through Friday.

Thank you,
Oxford Residential Team
734-747.6000

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