



P. O. Box 8383
Ann Arbor, MI 48107
www.um-housing.com
Tel.: (734) 657-2096
Fax: (734) 944 6633

MOVE-OUT PROCEDURES

YOUR LEASE ENDS Wednesday, AUGUST 18, 2010 AT 12:00 NOON. All occupants must be out by this time in preparation for incoming students. **NO EXCEPTIONS.**

Per Lease, except for ordinary wear and tear, tenants must leave the unit in good and clean condition (see the Checklist on the following page). Failure to do so will result in charges to your account based upon the terms of your Lease.

This means Tenants must:

- ☐ **COMPLETE THE CHECKLIST ON THE FOLLOWING PAGE.**
- ☐ **REMOVE ALL PERSONAL PROPERTY.** Properly dispose of garbage, food, refrigerator contents, toilet articles, etc. in trash receptacles outside. *Tenant's large items (e.g., sofas, bikes) may not be left anywhere on or about the premises.*
- ☐ **SET UP FURNITURE FOR INCOMING RESIDENTS.** Furniture may not be left in basements or attics. *Properly set up any beds, bunks and frames that have been disassembled or moved.*
- ☐ **HOUSES** must take garbage to curb for pick-up. **Yards and Porches** must be free of litter, trash, cigarette butts, broken glass, furniture, etc.
- ☐ **CALL UTILITY COMPANIES TO REQUEST "FINAL METER READINGS".** *Do NOT shut off any utilities! Have the service "returned" to ParTech Properties, LLC.* Contact information is available on the web site at <http://www.um-housing.com/>
- ☐ **CONTACT TELEPHONE AND CABLE COMPANIES TO HAVE SERVICE TERMINATED.**
- ☐ **RETURN ALL KEYS.** Put the keys through mail slot of the house (or thru under the door) in an envelope marked with tenant's name and address. Missing keys results in lock change fees.
- ☐ **PROVIDE THE ADDRESS FOR RETURN OF SECURITY DEPOSIT. MUST INDICATE IF INDIVIDUAL CHECKS ARE DESIRED WITH ALL NAMES AND ADDRESSES.**
- ☐ **NOTIFY MANAGEMENT COMPANY WHEN THE LAST OCCUPANT HAS DEPARTED BY CALLING (734) 657-2096. YOU CAN REQUEST A WALK THRU TO EXPEDITE THE RETURN OF THE SECURITY DEPOSIT.**
- ☐ **CONTACT POST OFFICE TO FORWARD MAIL.** Tenants will **not** have access to mailboxes after the lease ends. Address changes can be accomplished on line. Contact information is available on the web site at <http://www.um-housing.com/>
- ☐ **CANCEL NEWSPAPER SUBSCRIPTIONS IN YOUR NAME.**

PTP Management

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CHECKLIST

LIVING ROOM

- ⇒ Remove tenants own furniture and personal items.
- ⇒ Clean dirty tabletops.
- ⇒ Vacuum
- ⇒ Set up Landlord's owned furniture.

KITCHEN

- ⇒ Remove garbage and food.
- ⇒ Clean oven and broiler pans.
- ⇒ Clean stovetop and drip pans.
- ⇒ Mop floor.
- ⇒ Clean out refrigerator.
- ⇒ **DO NOT TURN REFRIGERATORS OFF!**

BATHROOMS

- ⇒ Remove shower curtain.
- ⇒ Clean tub and remove soap scum.
- ⇒ Clean toilet.
- ⇒ Clear cupboards and medicine chests.
- ⇒ Clean sink and mirror.
- ⇒ Mop floors.

BEDROOMS

- ⇒ Remove tenant's belongings.
- ⇒ Vacuum
- ⇒ Set up BEDS, BUNKS AND FRAMES.

BASEMENT AND ATTIC

- ⇒ Remove tenant's personal items.
- ⇒ Return any stored furniture upstairs.
- ⇒ Wipe washer and dryer clean.

BALCONY

- ⇒ Remove tenant's personal items.
- ⇒ Sweep up debris.

GARBAGE

- ⇒ Take trash to receptacles.
- ⇒ Houses clean up yard, porches, etc. and take cans to the curb.

GENERAL

- ⇒ Remove nails, tacks, and putty from walls.
- ⇒ Put screens in windows.
- ⇒ Dust Blinds.
- ⇒ Vacuum
- ⇒ Remove bikes.