

# ANYTOWN

## APARTMENT COMPLEX

### MOVE OUT PROCEDURES



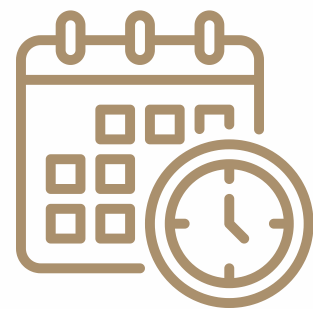
#### Thorough Completion of Move Out Checklist

- Residents must diligently follow the move-out checklist provided by the property management team.
- Each item on the checklist must be completed before the move-out process is considered finalized.



#### Submission of Move Out Paperwork

- The required move-out paperwork must be submitted by the resident within the designated timeline.
- Property management verifies the submitted paperwork.



#### Coordination of Final Walk Through

- Final walkthrough with the property management team to assess the condition of the apartment.
- Outstanding issues are addressed during the walkthrough.



#### Verification by Property Management

- Move-out checklist has been thoroughly completed, all required paperwork has been submitted.
- Ensure that the resident has fulfilled their responsibilities as outlined in the move-out process.



#### Initiation of Security Deposit Refund

- Provide itemized receipt to resident for any deductions.
- Refund is processed in accordance with the terms and conditions outlined in the lease agreement.