

UNIQUE APARTMENT HOMES MOVE-OUT INFORMATION

Your lease ends at 8:00 am, JULY 25th, 2026.

If you are planning on moving out prior to July 25th you must notify the office by emailing susan@uniqueames.com.

Thank you so much for choosing Unique Apartment Homes & we wish you the best of luck on your move and new endeavors. Here are some step-by-step instructions to ensure that you cover everything needed for your move-out. These move-out instructions will be emailed to you, a hard copy delivered to your unit & will be available on our website. Please share all information and discuss your plans & instructions with your roommates where applicable. **If you have friends or family helping you, please forward this information to them & instruct them to read this first & not to call the office.** They may also go to our website: <https://www.uniqueames.com/move-out-2026> to view the move-out packet & instructions.

STEP 1:

Plan ahead of time and if you need a U-Haul or storage pod, reserve it well in advance. CubeSmart, Pods, UHaul, Risco, West Ames Security Storage are just a few we know of that you may reach out to.

STEP 2:

Ensure that all rent and any other charges have been paid in full. Your last month of rent is July and is due July 1st. If you have auto-pay set up you will need to cancel that manually through your online portal after July's rent has been paid. **We cannot do this for you and will not be responsible for any auto-payments that process in August.**

STEP 3:

Contact your utility provider and disconnect your services for the 25th. Unique Apartment Homes will not be responsible for utility charges after the 25th of July if you fail to take them out of your name.

★ City of Ames, [click here](#),

★ Alliant Energy, [click here](#).

★ Notify the post office and fill out the change of address form with your forwarding address: [click here](#).

Unique Apartment Homes is not responsible for any misdelivered mail or packages after your move-out date. We highly recommend deleting your old address from any delivery platforms you use to prevent any misdeliveries.

STEP 4:

All items must be removed from the property, and garage if applicable, by the 25th as well as cleaning of your unit. Cleaning instructions will follow. We cannot give any additional time so it is vital that you have everything done by 8 am on the 25th.

STEP 5:

Internet equipment that was already in the unit at the time of your move-in, DO NOT REMOVE FROM UNIT. Metronet and Mediacom equipment should never be removed from the unit. Any missing equipment will be charged at the tenant's expense. This also applies to any TVs and remote controls that came with the unit.

STEP 6:

All keys need to be returned to the Unique Apartment Home Office (2408 Chamberlain St. #101) in person or through our drop box by **8 am on JULY 25th**. If there are multiple residents in the unit, **all keys must be returned together. All keys must be placed inside the provided labeled envelope that states tenants names & unit address - this includes unit key(s), mail key, laundry key, building key(s) and key fob(s).** If people are moving out at different times, they will need to give their keys to the resident moving out last for them to turn into the office. **Do not mail keys!** This is for your benefit as keys get lost in the mail especially due to the postal sorting machine. If we do not receive all the keys, or they are not labeled, or they are not the right keys we will change the locks and you will be charged for that. **Garage door openers are to be left in the corresponding garage, tenants that fail to do this will be charged for a new garage clicker.**

STEP 7:

Security deposits will be refunded via e-check or physical check to the primary tenant within 30 days of the end of your lease agreement provided that a forwarding address and/or bank information has been provided. Each unit will receive the security deposit return form electronically requiring all tenant signatures. **All the security deposit return forms will need to be completed and returned to us by May 10th.** The primary resident will receive an email with a move out information request asking for a forwarding address and/or bank information for the security deposit refund. The primary tenant needs to fill out this form in order to receive the security deposit refund (if you pay rent electronically with a bank account you still need to fill out the move out bank information whether it is the same account or a different one).

• **Early Move-Outs:** If you are in need of moving out early, we do have specific instructions. Please email susan@uniqueames.com to discuss this process. We only do one check-out inspection of the unit, so if multiple people are residing in the unit and not all are moving out early we cannot process a preliminary or early inspection.

• **Partial Move-Out:** If some residents chose to renew and had roommates moving out, then we will do room check-outs. The bedroom & bathroom used by the resident(s) moving out will need to be empty and cleaned top to bottom. The common areas should be picked up and clean but do not need to be spotless. We will look at the flooring and walls in those areas and if there are any damages or excessive wear and tear I recommend contacting Susan prior to moving out. We strongly suggest that the kitchen appliances are cleaned prior to any new roommates moving in.