



210 Huronview Blvd, Ann Arbor, MI 48103 | (734) 663-8989

Dear Resident,

This is a reminder that your lease with us is ending soon! Please plan to turn in ***your keys and forwarding addresses for everyone*** to the office at 210 Huronview Blvd, Ann Arbor, MI 48103 **on or before 12pm(NOON)** on the final day of your lease.

We will be in the office from 10 AM - 4 PM Monday through Friday for key return, please make sure to fill out a move out form, if the office is not open please use the drop box to the right of the front door to return your keys. Please make sure to put them in an envelope with your forwarding address before dropping them into the drop box.

Unless having made special arrangements with our office, you will be assessed fees for not being moved out on time. Our maintenance manager will be doing the walk through of the unit promptly after move-out and the return of keys. *If you and/or your group plan to or already have moved out early, you are welcome to turn in your keys to the office as soon as you have vacated. If you are leaving town and unable to do so at the end of your lease, it may be a good idea! Keys must be returned by 12pm(noon) on or before the last day of your lease.*

- Call your applicable utility companies and give them your move-out date and forwarding address for the final bill(s).
 - The service will automatically transfer back into our name (Old Town Realty, Inc).
 - **Please don't have services turned off, rather just transferred out of your name.**
- DO NOT forget to contact the post office with your new address too.
- **STOP YOUR AUTOPAYMENTS.**
 - We cannot initiate or cancel payments through your portal, only you can make changes, so please be sure to cancel any autopayments ahead of time!

- Security deposits will be mailed out within 30 days of the last day of your lease or move-out date, whichever is later. The most common deductions from security deposits are:
 - Past due rent and final utility bills.
 - Trash removal - ***Please leave your unit “broom clean”.***
 - Don’t forget to clean out the refrigerator, freezer, cabinets, closets, basements, etc.
 - Trash must be properly disposed of. It is a good idea to start throwing things away a few weeks ahead of time and arrange a special pick up with the city if you have excessive trash/furniture to dispose of.
 - **DO NOT LEAVE ANY DEBRIS BY THE STREET OR ON THE EXTERIOR OF THE PROPERTY. THE CITY WILL ISSUE A TICKET AND YOU WILL BE HELD FINANCIALLY RESPONSIBLE!**
 - Storm windows and screens should be put back into window frames. Make sure every window is put back together.
 - Keys that are not returned range in cost between \$5.00 and \$25.00.
 - Replacing any burnt out bulbs and smoke detector batteries. You were provided with a complete working set and need to return a complete working set.
 - **Do not pre-patch holes in the walls unless you are a professional.** Doing so may cause additional charges against your security deposit.

All moves are stressful. Remember to allow yourself more time to pack than you think you’ll need. Feel free to call if you have any questions.

Thank you and do not hesitate to reach out if you have any questions!!

Old Town Realty- 734-663-8989