

Additional Move Out Information

This is a reminder that your lease with University Hill Realty will be ending at **NOON** on May, June, July or August 20, 2024. All keys must be returned to our office. It is preferable that the last person brings in all keys and a completed Key Relinquish Form stating how the security deposit is to be disbursed. All tenants must agree to the same method. **SECURITY DEPOSITS CAN BE RETURNED ONLY TO NAMES OF TENANTS THAT ARE ON THE LEASE AGREEMENT.** You may choose to have one person receive and disburse the refund, or have it divided between tenants (please indicate the percentage each person should receive). You may enter your forwarding address and opt for an e-check through the Tenant Portal.

- 1) **Please notify us by email the date you plan to move out of the apartment.** We previously provided you with our Moving Out information and we shared a Key Relinquish Form. Move out information and the Key Relinquish form will be posted on <http://www.universityhill.com> in the More Info section.
- 2) **REMOVE ALL OF YOUR PERSONAL BELONGINGS OFF THE PROPERTY.** Check the basement and attic areas, if applicable, to be sure all belongings are removed there as well. Pay attention to your trash pick-up day and abide by the rules. **DO NOT LEAVE EMPTY BOXES, TRASH OR HOUSEHOLD ITEMS ON THE CURB.** Do not add trash to piles put out by others. Trash must be bagged and set out the night before your weekly scheduled pick-up day. You must comply with City Trash Regulations or visit <https://www.syr.gov/Departments/Public-Works/SYRCityline-1> for additional information.
- 3) **To schedule a bulk household trash pick-up**, which **must not exceed** two (2) cubic yards (approximately the size of a washer and dryer set side by side) **call 315-448-CITY** at least two days in advance of the regularly scheduled trash day. Bulk household trash includes a limited amount of furniture, appliances, carpets, mattresses, scrap metal, etc. They will not take broken furniture.
- 4) **Contact your service providers** regarding internet and cable if necessary and **have your mail forwarded**. To change your address with the US Postal Service visit www.moversguide.usps.com. National Grid may be contacted at 1-800-642-4272. **Utilities REMAIN ON until the 20th of the month.**
- 5) Please reference the sections in the Lease Agreement that pertain to the End of Lease (Section 1.23 and 1.24) and Security Deposit (Section 1.16) for questions regarding these issues.

You may purchase the custom paint at Lewis and Tanner Paints Inc. located at 430 E. Washington St. We use Bone White Semi-Gloss BRU2057801 Bay Country for walls and trim. We use Bone White Flat BRU200781024 Bay Country for ceilings. We are in the office Monday through Friday from 8:00 until 4:30. Stop in, email or call with any questions. Cleaning and hauling abandoned items and trash is an expensive and time-consuming part of our move out efforts. Your efforts here will greatly minimize charges against your security deposit.

If you have any questions, please contact us at rentals@universityhill.com. Reference your property location in the subject heading or call the office at 315-422-0709.

Thank you,
University Hill Realty, LLC

Date:

Syracuse, NY, have vacated the premises and surrendered ALL ORIGINAL STAMPED KEYS.

Turn in all keys with this form before noon on the 20th.

Apartment/House Key(s) Returned _____

Common/Outside Key(s) Returned

Mailbox Key(s) Returned _____

Other (Garage Opener?) _____

***** SECURITY DEPOSITS CAN BE RETURNED ONLY TO TENANTS WHO ARE NAMED ON THE LEASE! *****

The security deposit **DETAIL PACKET** will be mailed to one designated person. Provide name and address below who should receive this.

Please return the security deposit check(s) in the following manner: (CHECK ONE)

One name on **ONE** check, mailed to one designated person (**AT ADDRESS BELOW**), who will disburse to others. **All Tenants must agree in writing.**

Multiple checks mailed. SPECIFY INFORMATION BELOW - 1) **Tenant name** on check, 2) **Percentage** for each Tenant 3) **Forwarding address**, for each Tenant. **All Tenants Agree.**

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Check if tenants updated their **forwarding address** and/or opted to have an **e-check** sent for their portion of the Security Deposit refund in the **Tenant Portal**.

[illegible]

Print Name(s): _____

Signature(s): _____

Each Tenant agrees that the signature of one Tenant is legally binding on all Tenants as the designated agent for all.