

This is a reminder that your lease with **University Hill Realty** ends at **NOON on May, June, or July 20, 2026**.

- **Keys:** All keys must be returned to our office.
- **Security Deposits:** Deposits will only be returned to leaseholders. Please enter your forwarding address in the Tenant Portal. You may also request an e-check refund there.

Move-Out Steps

1. Notice to Vacate

Submit a “Notice to Vacate Request” under the *Contact Us* tab in your Tenant Portal, or select *Finalize Your Move Out* on the homepage (if already submitted). Here you can also enter your forwarding address and instructions for splitting the deposit. Move-out info and the Key Relinquish form are posted on our website under *More Info*.

2. Remove All Belongings

Clear out all personal items—including basement and attic areas if applicable. Follow City of Syracuse trash rules:

- Bag all trash; set it out the night before your scheduled pickup.
- Do not leave boxes, furniture, or loose items on the curb or add to others’ piles.
- See [Syracuse Trash Regulations](#) for details.

3. Bulk Trash Pickup

To schedule pickup (up to 2 cubic yards, about the size of a washer and dryer), call **315-448-CITY** at least two days before your pickup day. Accepted items include limited furniture, appliances, mattresses, and carpets (not broken furniture).

4. Utilities & Mail

Contact **National Grid (1-800-642-4272)** and any internet/cable providers to end or transfer service by Tenant Lease Expiration Date. Forward your mail at www.moversguide.usps.com. Utilities must remain on through the end of your lease.

5. Lease References

For questions about deposits, end-of-lease procedures, or property removal, see Sections **1.23, 1.24, and 1.16** of your lease agreement.

6. Paint Touch-Ups (Optional)

To reduce deposit deductions, you may purchase matching paint at **Lewis & Tanner Paints, 430 E. Washington St.:**

- Walls/Trim: *Bone White Semi-Gloss BRU2057801 Bay Country*
- Ceilings: *Bone White Flat BRU200781024 Bay Country*

We’re in the office **Monday–Friday, 8:00 a.m.–4:30 p.m.** Stop in, email us at rentals@universityhill.com (include your property in the subject line), or call **315-422-0709** with any questions.

Your cooperation will help ensure a smooth move-out and minimize charges against your security deposit.
Thank you,

