

Outgoing 113 Comstock Place Tenant,

Your lease with University Hill Realty will end at **NOON** on **June, July or August 20, 2026**.

REMOVE ALL PERSONAL BELONGINGS AND TRASH OFF THE PROPERTY on time to avoid potentially high contractor costs to be subtracted from your security deposit. Cleaning and property removal charges tend to be the greatest deduction from the security deposit. **Cleaning company rates are approximately \$35.00 per hour, per person.** Plan ahead and put out unwanted belongings during normal trash pick-up over the last few weeks of your lease. **Do NOT put trash to the curb unless it is trash day.** You must comply with all new City of Syracuse trash guidelines. Call the City at least 2 days prior if you want to schedule a bulk pick up. We urge you to attend to each of the following items:

Cleaning:

1. Wash dirt and grease off walls, trim, doors, light fixtures, switch plates, etc. throughout your room.
2. Dust and wipe down baseboards and remove cobwebs.
3. Clean interior windows, screens and windowsills.
4. Vacuum carpets. There is a vacuum cleaner on site for tenant use.
5. Wipe clean any furniture, shelves or closet areas in your room.
6. Wash inside and outside of kitchen cabinets, appliances and shelves that were used by you.
7. Check laundry room and common areas to be sure no items are left behind.
8. Remove all food from cabinets and the fridge, all new people are moving in and they should start fresh.

Moving Out:

1. **FULL RENT IS DUE FOR THE LAST MONTH OF YOUR LEASE AGREEMENT. If you prepaid your last month's rent, you are responsible for cancelling any recurring payment you set up in the tenant portal a month before your last month.**
2. **You must vacate your unit BEFORE NOON. On or before June, July or August 20, 2026, you must come to the office and surrender ALL of your keys. At that time, you will fill out a form indicating you have returned your keys and leave the name and forwarding address for the SECURITY DEPOSIT return. Failure to move out on time will result in a holdover charge of \$300.00/day. Security deposit refund checks are placed in the mail 14 days after your lease expiration date.**
3. **If you steam clean the carpeting in your room, bring the receipt to the office with your Key Relinquish Form.**

If you have any questions, please contact us at info@universityhill.com or by phone at 315-422-0709.
Thank You, University Hill Realty, LLC

APARTMENT RELINQUISH
(Return this form with all assigned keys when vacating room)

Date: _____

I, the tenant of _____ 113 Comstock Place, Room _____,
Syracuse, NY, have vacated the premise and surrendered ALL ORIGINAL STAMPED KEYS.

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

Apartment/Room Key(s) Returned _____

Common/Outside Key(s) Returned _____

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

The security deposit DETAIL PACKET will be uploaded to your tenant portal 14 days after lease end date. You must update your forwarding address in the Tenant Portal.

You may opt to receive your security deposit refund by e-check in the tenant portal.

In the Tenant Portal: Request Notice to Vacate. Finalize Move Out. Request E-check.
https://universityhillrealty.appfolio.com/connect/contact_us

If an overpayment or the deposit should be returned to a specific person who is not the Tenant, please use the space below to provide their name, address and details.

Print Name(s): _____

Signature(s): _____