



TENANT MOVE OUT INSTRUCTIONS

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1. **Notify Tom or Grant via text or email date/time your group will be officially moved out. Move out deadline is August 27-Noon.**
2. **Use the Move Out Cleaning Checklist for a reference as to what your group is responsible for prior to move out (checklist will be emailed and dropped off at your house.**
3. **Excessive Garbage: utilize the month of August to get rid of garbage/recycling to avoid a city fine for excessive garbage at time of move out. City rate is \$181/hour with a minimum charge of \$100.**
4. **Contact Utilities and notify them of your move out date and future mailing address for final bill. Last service date should be August 27.**
 - **CenterPoint (Gas): (612) 321-4939**
 - **Xcel Energy (Electric): (800) 895-4999**
 - **City of Minneapolis (Garbage, Recycling, Water): (612) 673-1114**
 - **Internet Provider**
5. **Keys- individuals can drop off keys at our office located at: 1522 Como Ave SE. Please put key in an envelope labeled with property address. Text us when you drop off keys so we can check your room/house. Security deposits will be credited to your bank account on file by Sept 21. All utilities must be paid in full to receive your deposit.**

Thanks, Grant & Tom