

MOVE OUT INFORMATION

HOW TO MOVE OUT?

1. Complete a Move out Notice.
2. Remove ALL personal items and garbage from the apartment in both your room and common areas.
3. Clean the apartment. Unit should be left in good condition, normal wear and tear accepted.
4. Prior to leaving make sure ALL doors & windows are locked and secure.
5. Check your Mailbox. Any mail & packages received for you after your lease expires will be returned unless you sign up for additional service through [PostalForwarding.com](https://www.postalforwarding.com). *Restrictions apply
6. Turn in ALL Keys along with Parking Decal/Remote (If applicable) to the office. Key envelopes are provided and can be left in our Drop Box if needed to check out after-hours.
 - ✓ Front Door Key fob (\$50 if not returned)
 - ✓ Bedroom Door Key (\$10 if not returned) *1br's do not apply
 - ✓ Mailbox Key (\$10 if not returned)
 - ✓ Parking Decal (\$10 if not returned) *If applicable
 - ✓ Garage Remote (\$100 if not returned) * If applicable
7. Pay any outstanding balance and make sure your account shows \$0.00. You can log into your account at www.GrandmarcTCU.com, bring payment directly to office, or leave payment in drop box.
8. You must vacate BEFORE 12pm noon on the date your lease expires. All keys deactivate and no access can be given to go back in once your lease has expired.
9. After 1-8 are complete the office will begin to complete inspections of ALL apartments to ensure your apartment was left in good condition & free from damage. Residents are not required to be present but if you are concerned we encourage you to document the Move Out condition for reference before you turn in your keys.

MOVE OUT CHARGES?

Electric Bills - The final electric bill for the last month of your lease will not arrive until after you move out so you will be sent a final statement (SODA) at a later date that would include this and any other charges that may apply but please make sure your account is at \$0.00 when your keys are turned in.

Trash - Take or throw away ALL personal items and trash that you do not want. There will be the normal trash chutes available for regular household garbage, plus a roll-off container on the first floor of the garage near the Waits Street exit for any items that cannot go down the trash chutes, such as furniture or large boxes.

Damages - After you move out we will walk and inspect your apartment to ensure it was left in good condition. If there are any damages to the apartment or personal items left behind you are held solely responsible for your bedroom and will share in the cost for the Common Areas.

- If your roommate caused damage in the Common Area, it is your responsibility to get them to put it in writing that they will take the full charge for the damage otherwise all residents will be charged equally.
- If you plan on moving out before or after your roommates, be sure to decide with them who will make sure all items are removed from the common areas (Kitchen, Living Room & Patio*). It is the responsibility of ALL residents in the apartment to make sure this happens because the costs for us to remove items and/or trash left in the apartment are expensive.

Cleaning - We expect that ALL areas of the apartment are left in clean condition. There will be additional charges for cleaning any areas of the apartment that are left dirty. You are held solely responsible for your bedroom and will share in any costs for items in the Common Areas.

Questions? If you have a specific question or concern not explained in the above please contact our office prior to moving out so that we can address.

TCU HOUSING ASSIGNMENTS?

GrandMarc residents who are living here through TCU Housing must check out and follow instructions provided to them by the TCU Hall Director & RA's. Sections 2-6 above along with Damages, Trash, and Cleaning will still apply but you must also follow check out procedures in accordance with TCU's guidelines to prevent additional fines and/or disciplinary action.

Pictures & Videos are taken by GrandMarc Staff to document any cleaning and/or damage charges

GrandMarc
AT WESTBERRY PLACE

2855 W Bowie St <> Fort Worth, TX 76109 <> Office: 817.924.2900

fortworth@edrtrust.com