



4121 W Michigan Ave, Kalamazoo, MI 49006 | AncoraProperties.com | o. 269.312.5152 | f. 866.239.6351

### Move out Checklist

We are sad to see you go!

We wish you the best in your next chapter in life, we hope your housing is great!

Below is a list of some of the most common items that should be taken care of prior to moving out of an Ancora Properties' community. Please use this as a guide to help us provide great customer service in your move out of one of our communities. This sheet is for you to fill out. You doing the tasks on this sheet and submitting this to Ancora in a timely fashion will minimize your stress and the chances of your security deposit return being delayed. We ask you to fill this out and return it with your keys so we know you are 100% out of the unit.

- Give 30 day notice **in writing**. Please remember you are responsible for rent up until the day you turn in your keys **and** 30 days has lapses since you gave notice.
- Provided Ancora Properties with proper forwarding address, **in writing**, to mail security deposit refund. You must provide this within 4 days of moving out or else you waive your right to a copy of the damage report pertaining to your unit condition upon move out.
- Clean out the unit, don't forget the refrigerator!

## **I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON ALL SIDES OF THIS AGREEMENT**

TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LANDLORD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_