

MOVE-OUT PACKET

PLEASE READ CAREFULLY. THIS PACKET IS VERY IMPORTANT.

Inside you'll find clear instructions for move-out procedures, payments, roommate coordination, cleaning expectations, and potential fees. Our goal is to make your move-out process smooth and transparent.

Official Move-Out Day: Friday, August 11, 2026

This is your lease end date. It is the last day you may have possession of your unit. You must return your key fob and bedroom key to the leasing office **NO LATER than 12:00 noon**. Your mail key will stay in the apartment.

Please plan ahead. Clean your room and coordinate with roommates to clean the common areas. If you do not return all items or fail to complete your check-out, you may be charged additional fees, including a hold-over fee equal to twice your daily rent.

Early Move-Out

You are welcome to move out early. Please coordinate with management. You will need to fill out the Move-Out Form and turn in all keys and fobs in person.

Remember: **You are still responsible for cleaning and rent** through your lease end date. You will be charged for cleaning and/or damages, if applicable, even if you are not occupying the unit.

Sell Your Lease: Contract Transfer

You may sell the remainder of your lease if you wish. You are responsible for finding a buyer. Please reach out to the office for more information about this process.

HOW TO TURN IN KEYS

We must have your keys by **12:00 noon on August 11th, 2026.**

- You will be charged a \$150 late move-out fee if you are **even 1 minute late.**
- Do not leave your keys in your room or you will be charged.
- Already moved out? Mail your keys to us before your contract ends. They need to be in our office by August 11th, 2026!

Front Door Key

\$75 Charge if not turned in

Bedroom Key

\$75 Charge if not turned in

Put your keys in the provided key packet, available at the front desk or at the drop box outside of the office. Be sure to write your name, apartment, bed space, and the date. Then give the packet to office staff or put it in the drop box!



SECURITY DEPOSIT

CollegePlace Provo may retain part or all of your security deposit to cover cleaning, painting, repairs, or damages.

- Deposit refunds take up to 30 days.
- They will be sent to your forwarding address (use the QR form to submit).
- Charges over \$125 will include itemized invoices.
- Unpaid balances will be turned over to collections if not settled within 30 days.

Move-Out Form
PLEASE Fill Out!



SPONSOR: STOIC STORAGE



Moving out for the summer? Our partner Stoic Storage makes it simple. They provide boxes, pick up your packed belongings directly from your apartment, store everything securely for the summer, and return it when you move back in.

No hauling, no trucks, and no off-site storage runs.

Reserve your pickup with Stoic Storage before move-out to make your summer transition easy.

Use Code **CPLACE50** for 50% off!

MOVE-OUT RESPONSIBILITIES

Full Move-Out (All Roommates Leaving)

- Remove all personal belongings and trash
- Clean your room and common areas completely
- Return keys and complete the Key Receipt Form
- Charges assessed after a final inspection

Common Area Guide

- Sweep and mop floors
- Clean windows/blinds
- Clean kitchen counters & appliances
- Clean light fixtures and baseboards

If you notice any damage or issues, please submit a maintenance request through your Resident Portal. Cleaning is NOT considered normal wear and tear and is fully chargeable regardless of your lease length.

Partial Move-Out (Some Roommates Staying)

You are still responsible for common areas. Remaining roommates must keep the unit clean and ready for new arrivals.

A white glove cleaning check will be performed on August 26th - 27th.

Responsibilities

Your bedroom is your sole responsibility. Must be move-in ready.

Common areas are a shared responsibility. Must be 100% clean.

RENEWAL INFORMATION

All move-outs for those not renewed will take place on August 11th. Our team and other vendors will be in and out of all units without advanced notice between August 11th and August 28th.

Cleaning Checks / Renewal Transfers

Everyone will be responsible for a cleaning check regardless if you are moving out. Please expect our teams and vendors to be in and out of your unit starting August 11th, 2026. **If you are transferring between units at the property, you will have access to both units from August 14th at noon to August 17th at noon. Keys for your old unit are due on August 17th at 10:00 AM.**

Professional Unit Cleaning

- Every unit must be cleaned to a “move-in” standard - ready for someone to move in immediately. Units that do not meet this standard will be **professionally cleaned, including carpet and unit cleaning. Cleaners will begin on Aug 11th at 12:00 noon.**
- The official move-in date for new residents is August 28th, 2026.
- Early move-ins will be allowed starting August 14th.

OFFICE CHECKLIST

Resident Portal Checklist

- Complete Resident Portal Check List
- Forwarding Address Entered
- Move-Out Inspection Completed
- Balance \$0.00 Upon Move-Out

Final Charges

- Utilities (Jun 16th - Jul 15th Usage)
- Utilities (Jul 16th - Aug 8th Usage)
- Renter's Liability Insurance
- Boom: \$9.99

ADDITIONAL CHARGES BREAKDOWN

This breakdown is also found in your lease

Appliance Replacements

- Oven Drip Pans.....\$30 each
- Microwave (Countertop).....\$275
- Microwave (Over-The-Range).....\$350
- Refrigerator.....\$950+
- Washing Machine.....\$650+
- Dryer.....\$650+

Fixtures

- Smoke Detectors.....\$65
- Fire Extinguishers.....\$250
- Ceiling Fan.....\$150
- Fan Blades\$45 each
- Light Fixture.....\$110 each
- Globes.....\$65
- Mirrors.....\$150 each

Bathroom Items

- Towel Bar.....\$50 each
- Shower Curtain Rod.....\$80
- Shower Head.....\$80

Keys & Access

- Key Replacement.....\$75
- Key Fob Replacement.....\$75

Window & Blinds

- Mini-Blinds.....\$30+ each
- Window Screens.....\$35 each

Painting Charges

- Touch-Up (Common Area).....\$150+
- Touch-Up (Bedroom).....\$150+
- Full Paint (Common Area).....\$500+
- Full Paint (Bedroom).....\$400+

Repairs & Replacements

- Holes in Wall.....\$150+
- Sheetrock Damage.....\$150+
- Replace Interior Door.....\$350
- Replace Exterior Door.....\$550
- Replace Floor Tiles.....\$150
- Carpet Replacement.....\$650+/room
- Broken Windows.....\$550+
- Replace Cabinet Doors.....\$250 each

Cleaning Charges

- Common Area.....\$150+
- Bedroom.....\$150
- Carpet (Common Area).....\$150
- Carpet (Bedroom).....\$150
- Carpet Stain Removal.....\$150/stain
\$90/red stain
- Flea Treatment.....\$150
- Trash Removal.....\$250 per bag