

121 West Church Street
Lock Haven, PA 17745
PH: 570-748-8550 FX: 570-748-6401



MOVE OUT FORM

!!!! This form must be returned to our office by 11AM on your move-out date!!!!

Please follow the directions below so we can accomplish your move-out smoothly.

Name: _____

Property you are moving out of: _____

1) Include with this form: keys, key fobs, remotes or garage door openers. **Do not leave keys in the property. Do not send keys in the mail.**

2) Attach your receipts for carpet cleaning and flea treatment to this form. Remember it must be a professional steam cleaning. If you do not include the receipt, we will assume the cleaning was not done and have it done for you. The expense will be deducted from your security deposit.

Security Deposit Refunds

Unless you tell us otherwise, we will write the security deposit check to ALL tenants on the lease. If you want separate, equal checks to all tenants you must notify us below. If you decide the check will be split, ALL tenants must agree and sign below. There is a \$20 fee added for each check above the first one.

_____ Refund one check made payable to all tenants.

_____ Split the refund check equally between tenants. We understand this will incur a charge.

Signatures of all tenants (if requesting separate checks):

Provide forwarding addresses for all tenants. We cannot send your security deposit if you do not give us a forwarding address. The PA Landlord Tenant Act requires you to provide this information.

Name:

Address:

**You may not return to the apartment after you turn in the keys!
Any items left behind will be donated!**