

## Moveout Procedure from New Direction Rooms

1. Notify New Direction office ASAP with date you plan on moving out (date can change, we would just like a heads-up)
2. Remove all personal belongings from room (closet, dresser, underbed, kitchen, bathroom, etc.)
3. Remove all food items from fridge/freezer and wipe down interior and exterior of fridge
4. Remove all trash from room and place in trash can outside
5. Wipe down all surface areas including walls
6. Run vacuum in room and closet
7. When you are ready to vacate property, please contact office with method you wish to receive your security deposit (cash app or address where check can be mailed)
8. Once you have left the property your codes will be changed, and you will no longer have access to the property unless you reapply to New Direction Services

## Fees that may affect the amount of your refund

1. New Direction needs to remove any personal items. (\$50-\$100)
2. New Direction needs to remove any food items (\$25-50)
3. New Direction needs to wipe down surface area/walls (\$25)
4. New Direction needs to vacuum floor (\$25)
5. New Direction needs to replace Mattress (\$100)
6. New Direction needs to replace blinds (\$50 each)
7. New Direction needs to replace door lock (\$50)
8. New Directions needs to repair walls, doors, etc. (varied cost includes material and time)