

Move-Out Procedures

1. Please return all keys to our office at **109 Capital Avenue, Pittsburgh, PA 15226**. The keys must be dropped off in an envelope with your name and current address on the envelope. Alternative key return methods require management approval before move-out.
2. **Security deposit monies** will be disbursed from escrow and mailed to you within 30 days. Please provide a forwarding address for this check to be sent to.
3. Please be sure to leave the apartment/home clean and broom swept upon move-out. If you do not, you will be charged a cleaning fee.
4. **Do not leave any furniture, bags or personal items inside or outside of the unit** . If you do, you will be charged a removal fee.
5. Do not place any furniture in or around any dumpsters. Also, do not leave any furniture in any building common areas. Tenants are responsible to dispose of their belongings at their own cost.
6. Tenants who dump or leave large items will be assessed additional deductions from their security deposit.

Thank you, in advance, for your compliance with these procedures. Feel free to contact us with any additional questions.

RG Coccoaro Company