

# Early Move-Out Guide

## 1. Notify the Office

Let the office know when you plan to leave Alta and if you intend to sell your contract. We sometimes have a waitlist of potential buyers and can share your contact information with them. However, finding a buyer remains your responsibility.

## 2. Secure a Buyer for Your Contract

Once you find a buyer, have them apply at <https://thealtaapartments.com/apply-now>

Next, contact the office with your buyer's name. We'll process their application and send them instructions on payments and signing the contract.

## 3. Schedule & Complete a Formal Check-Out

Regardless of whether you are able to sell your contract, a formal check-out is required when you move out. Schedule your check-out with the office **at least two days in advance** to help coordinate the transition for your buyer. They may move in anytime after you vacate. Please have your buyer set up a move-in day/time with the office.

### During check-out, you will:

- Undergo a **white glove cleaning inspection** (see next page for more info).
- Provide an **addressed and stamped envelope** for your security deposit (available at the office if needed).
- Return your **key fob**.
- **Do not remove the bed bug cover!**

### **FEES (Deducted from security deposit):**

**Transfer Fee:** There is a \$100 fee for selling your contract.

**Maintenance Fee:** A flat \$115 maintenance fee applies when living at Alta (see front page of contract).

**Informal Checkout Fee:** If you fail to complete a formal check-out, a \$50 fee applies, as well as an additional \$50 for unreturned keyfobs.

**PARKING:** If you purchased parking, you'll receive a refund for any unused months. However, if you wish to transfer your parking pass to your buyer, please let the office know.

**LAST MONTH'S RENT:** If you sell your contract before August, your last month's rent will be refunded with your security deposit. You may request to use your last month's rent as payment for the last month you live at Alta (Ex: if you move in May, you can use it to cover May rent). Remember, you remain responsible for rent payments until your buyer has officially signed the contract.

**WHITE GLOVE CLEANING INSPECTION:** This is a detailed cleaning inspection that also assesses any damages compared to your move-in report. To prepare:

- **Complete one job (with your bedroom) from the regular cleaning check packet** (attached at the end of this packet). Be thorough! Wipe down all shelves and drawers, including those in the bathroom where your belongings were stored.
- **Do not remove** the blue bedbug cover!
- **Personal items:** Any furniture or appliances **cannot** be left behind unless another roommate formally claims them through the office. Please do this before your checkout.
- **Everything must be removed** from your apartment before the check.

## Job #1 & Bedroom

Wipe down and tidy interior and exterior of drawers and cabinets in kitchen.	Wipe down and tidy interior of pantry including shelves, floor, and doors.	Scrub kitchen sink, sink cabinet, and countertop. Shine faucet. Dishes should not be in the sink! Check under sink for leaks.	Clean interior and exterior of microwave. Wipe down interior and exterior of dishwasher.	Check that the smoke detector works. If it doesn't, please inform the office.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

## Job #2 & Bedroom

Wipe down stovetop and control knobs on kitchen stove.	Replace aluminum foil on dripper pans. Clean the area underneath the dripper pans by lifting the stovetop.	Scrub oven racks, sides, top, and bottom. Wipe down bottom drawer of the oven.	Remove food from the fridge and freezer that doesn't belong to a tenant. Wipe down interior and exterior of the fridge.	Make sure the oven and fridge are pulled out for inspection. Wipe down floors and walls behind them.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

## Job #3 & Bedroom

Sweep and mop kitchen, hallway, and vanity floors. Wipe down baseboards and walls.	Clean off and wipe down kitchen table and chairs.	Make sure clean air return cover is free of dust.	Take out the garbage from the kitchen.	Sweep and mop up any spills in the storage room. Organize items so it looks tidy.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

## Job #4 & Bedroom

Vacuum living room carpet and outside rug. Use the vacuum hose to clean beneath couch cushions.	Wipe down living room tables and dust off shelves. Make sure items look tidy. Wipe down outlet covers and baseboards.	Wipe down interior and exterior of the front door, hallway door, and storage room door.	Clean living room windows and window tracks.	Tidy the balcony. Plants and patio furniture are the only items that should be on the balcony.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

## Job #5 (left bath) & Bedroom

Scrub toilet bowl. Clean seat and base.	*Scrub tub and shower walls. Shine faucet, shower head, and drain cover.	Wipe down the bathroom door, floor, and baseboards.	Dust off the bathroom ceiling fan and lighting fixtures.	Wipe down the vanity counter, sink, faucet, cabinets, drawers, etc. Check for leaks and report if necessary.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

## Job #6 (right bath) & Bedroom

Scrub toilet bowl. Clean seat and base.	*Scrub tub and shower walls. Shine faucet, shower head, and drain cover.	Wipe down the bathroom door, floor, and baseboards.	Dust off the bathroom ceiling fan and lighting fixtures.	Wipe down the vanity counter, sink, faucet, cabinets, drawers, etc. Check for leaks and report if necessary.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

**\*If there is mold, that is something YOU will need to clean. Use bleach.**

**\* Lightbulbs that aren't in the kitchen or vanity are YOUR responsibility**