

# Early Move-Out Guide

## 1. Notify the Office

Let the office know when you plan to move out of Alta and whether you intend to sell your contract or continue paying until it ends. Sometimes we have a waitlist of potential buyers and can help connect you. However, even if we assist, it's still your responsibility to find a buyer. If you're not selling your contract, you can skip to Step 3.

## 2. Secure a Buyer for Your Contract

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

After they've submitted their application, contact the office with their name to confirm the sale. We'll process their application and send them instructions for payment and signing the contract.

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

A formal check-out is required for all move-outs, whether or not you sell your contract. Schedule your check-out with the office in advance so we can help coordinate the transition. Your buyer may move in anytime after you vacate, but they'll need to set up their move-in date and time with the office.

During check-out, you will:

- Undergo a **white glove cleaning inspection** (see next page for more info).
- Return your **key fob** to the office and fill out an envelope with your new address (for your security deposit).
- **Keep the bedbug cover on the bed!**

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

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

**Maintenance Fee:** A flat \$115 maintenance fee (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 (\$20/mo). 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 along with your security deposit. Alternatively, you can choose to apply that rent toward the final month you live at Alta—for example, if you move out in May, it can cover May rent. Keep in mind, you're still 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.

**GOOGLE FIBER:** If your name is on the apartment google fiber account, make sure you transfer it to a roommate! [Transfer Your GFiber Service](#)

## 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.