



MOVE OUT PROTOCOL

1. All rent must be paid in full to avoid collections.
2. Please make sure you enter into a payment agreement upon vacating to avoid ruining your credit if you have arrears.
3. Please leave a forwarding address with our office so that your security deposit can be returned to you if applicable. Your deposit is held in an escrow account so please allow 12-14 days for it to be returned to you.
4. Please understand that if you are breaking the terms of your lease, you are not legally entitled to have your security deposit returned to you. Exceptions can be made if enough notice is given prior to vacating and your apartment can be shown and re-rented in a timely manner. This is done on a case by case basis.
5. If you paint your apartment any other color than white, you will be charged for the extra cost of paint which will be deducted from your security deposit.
6. All of your personal items must be removed from the apartment or you will forfeit your security deposit to cover the cost of removal.
7. If you are discarding furniture, please contact the super of the building to find out when bulk items are eligible for pickup by sanitation. Do not throw out furniture on non-pickup days or you will forfeit your security deposit to cover sanitation fines and furniture disposal.
8. You will be charged for any damage caused to the apartment due to negligence or to the building hallways during move out.
9. Upon vacating, please return the apartment in the condition it was originally rented to you.
10. You can schedule a walkthrough with an office representative to turn in keys when you vacate by contacting 718-892-8888.
11. **Subleasing is NOT ALLOWED under any circumstance including to family members. If you do sublease, you will be charged the full DHCR rent on the apartment and your credit will be adversely affected.**