

# A V A I L A B L E   S P A C E S

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## R E A L T Y

Hello,

Thank you so much for being a tenant with Available Spaces Realty.

Please find information below to help you with the next steps with your move.

### **STEPS FOR MOVING:**

1. Please sign and return the non-renewal form that was in your lease renewal.
2. Please email us with your new address so we can send your security deposit to you.  
We will mail your security deposit to your new address 14 Days after your lease expires.
3. Make sure to change your address at the post office and any other sources that you receive packages from.
4. Contact the office to set up a move-out inspection with James Lee.
5. Make sure you follow the trash rules when discarding anything you are not taking with you.

Please contact our office with any questions or concerns at [info@availablespaces.com](mailto:info@availablespaces.com) or (212) 255-6006

We wish you the best in your new home,  
**Available Spaces Team**