

# Early Move Out Option

The early move out option is designed for those residents that plan to be gone over the summer and do not want to sublet their apartment. The advantage to the early move out option is you can use your security deposit as June 15<sup>th</sup>, 2012 rent with no out of pocket expense for the month. This is how it works:

1. You must fill out an “Early Move Out Option Form” and return to the Bankier Office with all residents’ signatures on or before June 1<sup>st</sup>, 2012. If you are a sublet then the original lessee must sign the form. You must be moved out of your apartment on or before June 14<sup>th</sup>, 2012.
2. You must schedule an appointment for your final walk-thru at least 24 hours prior to your move out day. Keep in mind if you are moving out on a weekend, we have limited office hours on Saturdays and the office is closed on Sundays. Time slots fill up quickly so call early. All personal belongings must be out of the apartment in order to do a final walk-thru.
3. You can schedule the move out of your apartment any time prior to June 14<sup>th</sup>.
4. You may have all the utilities taken out of your name as of the day you turn in **all** keys for the apartment. If you have the utility package, you will still need to pay for the June 15<sup>th</sup>, 2012 utility fee. (Utility packages are based on a 12 month average).
5. Parking: if you have a parking spot, you will either need to sublet your spot or pay the remainder of the lease. Parking leases are separate from apartment leases. Sublet forms are available in the office.
6. Sanitary Fee: You will still be responsible for your June 15<sup>th</sup>, 2012 sanitary fee.
7. You will be charged for a lock change and lose your entire key deposit if **all** sets of keys are not turned in on your move out date.
8. You will lose your (elevator card / FOB deposit) for each device that is not turned in by your move out date.
9. Final Payment on your account:
  - a. You will pay your May 15<sup>th</sup>, 2012 rent.
  - b. You should have pre- paid your July 15<sup>th</sup>, 2012 rent at move in. If you did not, you will not be able to take the early move out option.
  - c. Your apartment must be left clean and undamaged in order to apply security deposit to June 15<sup>th</sup>, 2012 rent. Any charges for cleaning, shampooing, or damages will be deducted from your key deposit and interest. If charges should exceed your key deposit and interest then you will be notified by the Bankier Office.

If you do not take advantage of the early Move out Option then your security deposit will be mailed 30 days after your lease ends in August. If you have any other questions, please contact the Bankier Office.

Thank You,  
Bankier Apartments  
Management

## **Early move out Addendum**

TODAYS DATE: \_\_\_\_\_

RE: Address \_\_\_\_\_ Apt. # \_\_\_\_\_ # of Bdrs \_\_\_\_\_

1. Lessee(s) will be vacating the premises on \_\_\_\_\_, 2012 (*Must be before June 15<sup>th</sup>, 2012*). Lessee(s) agree to pay May 15th, 2012 rent.
2. Lessor and Lessee(s) further agree that the security deposit will be applied to June's rent (11<sup>th</sup> month).
3. You will still pay your June's sanitary fee.
4. If you have parking, you will still pay for June's parking rent.
5. If you have the utility package, you will still pay for June utility package fee (utilities are based on a 12 month average).
6. If you have sublet your apartment, then the original lessee must also sign this addendum.

The key deposit and interest will be refunded within 30 days of vacating the premises and returning all keys; minus any cleaning, shampoo or damage charges. If these charges exceed the amount of the key deposit and interest refund, lessee(s) agrees to pay the balance due upon notification by Lessor.

Lessee(s) waive any further rights to and bears no further liability for the premises, other that those contained herein.

Lessee: \_\_\_\_\_ Phone# \_\_\_\_\_

(Print) \_\_\_\_\_

Lessee: \_\_\_\_\_ Phone# \_\_\_\_\_

(Print) \_\_\_\_\_

Lessee: \_\_\_\_\_ Phone# \_\_\_\_\_

(Print) \_\_\_\_\_

Lessee: \_\_\_\_\_ Phone# \_\_\_\_\_

(Print) \_\_\_\_\_

Lessor: \_\_\_\_\_

Leon Bankier or Agent

**PLEASE CALL 328-3770 FOR YOUR CHECK-OUT APPOINTMENT**

**You must call 24 hours in advance for an appointment, hours are limited on Saturdays and the office is closed on Sunday.**

**Keys will be turned in at your walk thru.**