

EVERYTHING YOU NEED TO KNOW FOR

moving out

PRIOR TO MOVE-OUT DATE

[] **Notice to Vacate Documentation:** Make sure all parties on the lease have signed the required electronic paperwork from the leasing office.

[] **Canceling your Notice to Vacate:** If you decide to cancel your notice to vacate, please let us know right away; it is very time sensitive. We may have already leased your apartment home, but will try to accommodate your request. We would love for you to continue living at Camden Westchase Park!

[] **Forwarding Address:** We will need you to provide your forwarding address to both the Camden Westchase Park Leasing Office and US Postal Service. We will be mailing your Final Account Statement to the forwarding address provided by you, as well as refund checks for deposits, if applicable.

[] **Cable & Internet: Contact Frontier at 844-660-0648 at least 30 days prior to vacating** to cancel or transfer services and to schedule return of your cable boxes and internet equipment.

[] **Renters' Insurance:** Don't forget to cancel or transfer your renters' insurance policy. Please note: You must have an active renters' insurance policy through your very last day of your residency. If you have an eRenter plan, please call 888-512-4204. If you have a different third party insurance policy, please contact your agent.

[] **Electricity:** Contact TECO Tampa Electric Company at 813-223-0800 to inform them of your move-out date. Be sure to give them a few days' notice so that they can either stop or transfer your service.

[] **Scheduled Billing in MyCamden:** Please remember that if you have automatic payments set up that you will need to cancel before the final payment is due or the full amount of rent could still be pulled as opposed to the pro rated rent.

[] **Cleaning:** The cleaning fee covers the cost of basic cleaning and painting of the apartment home, including vacuuming the floors and cleaning of all countertops, tubs, toilets, refrigerator and oven. You do not need to patch any small holes. The cleaning fee that will be charged to you is stated on your Master Lease.

[] **Apartment Condition:** If you have made any alterations in your apartment (such as painted walls) please take the time to prime the walls prior to turning in your keys. Any alterations left for us will be charged on your Final Account Statement. Let us know if you have any specific questions about this matter.

[] **Disposing of any unwanted household items:** Please make sure all of your belongings are out of the apartment and that there is no trash, furniture or large items left behind or large items left by the trash compactor. You will need to make arrangements to dispose of these items at The Department of Solid Waste located on the left hand side of Linebaugh Ave before Veteran's

Expressway. If we have to dispose of any items left behind, you will be charged a minimum of \$100 for this on your Final Account Statement.

[] **Final Walkthrough:** You do not have to be present for your final walkthrough. A member of the Camden Westchase Park team will walk through your apartment on the next business day after you turn in keys. If you would like to be present during the inspection, please schedule an appointment at least 48 hours in advance. Please remember that the final walkthrough will be conducted on the next business day following your move-out.

[] **PODS or Portable Container** companies: Must be approved prior to arrival and depending on availability - the location may or may not be close to your apartment. Due to limited parking there is a 48 hour maximum and we are unable to block off parking spaces - placement will be on a first come first serve basis.

DAY OF AND AFTER MOVE-OUT

[] **Turning in your keys:** Please make the appropriate arrangements to drop off all keys including fobs and remotes (if applicable) on your move-out date. You are responsible for dropping them off in the leasing office during regular office hours. There is no drop box. Office hours include: Mon-Fri 9 am - 6 pm, Sat-Sun 10 am - 5 pm. If you turn in your keys after your scheduled move-out date, you will be responsible to pay the rent for the apartment for those days (in some cases at an increased rent amount).

[] **Final Water Bill:** Please note that everyone will have a final water bill after move-out that will be on your Final Account Statement. Remember: The water is billed approximately 6 weeks behind. (For example: If your move-out date is August 15, the bill you paid on August 1 would have been for water you used from May 26 to June 27. On your Final Account Statement, you would see a water bill for the dates of June 28 to August 15).

[] **Final Account Statement:** You will receive your Final Account Statement from our office approximately 1-2 weeks after you turn in keys. Any rent, water bills, early termination fees, damage charges etc. that have not been paid will be charged to you at this time. Once you receive your Final Account Statement, the balance is due within 30 days. You may pay your balance online by going to www.mycamden.com or mail your payment to P.O. Box 26334 Tampa, FL 33623. All unpaid balances not received within 30 days will be sent to a third party collection agency. If there is a refund due, you will receive the refund check within 21 days of your FAS completion.

