

## **Tenant Move-Out Procedures** **Atlantic Plaza Towers**

Please use the following checklist as a guide for your move out, and to help you avoid deductions from your security deposit. Following these procedures will help make your experience easier, all unauthorized moves will be turned away, so please review the below carefully.

### Preparing for your move

- When you have your moving date set, please notify management office as soon as possible. All moves and deliveries must be scheduled at least 48 hours in advance and are on a first come first served basis. The management office number is (718) 385-3600 or email at [atamaintenance@nmg ltd.com](mailto:atamaintenance@nmg ltd.com)
- Move outs are only allowed Monday through Friday between the hours of 9:00am – 12:00pm or 1:00pm-4:00pm, with no exceptions.
- Moving companies employed by residents must be fully insured and provide a certificate of insurance with Atlantic Towers Associates, LP and Nelson Management Group, Ltd. named as additional insured.

### On moving day

- Move outs are not allowed through the lobby. You and your movers must enter through the basement.
- An elevator will be reserved for you when you schedule your move, you and your movers may use only this elevator.
- When you leave your apartment, it must be free of any furniture and personal property. You are also required to leave your apartment in “broom clean” condition. This means all floors should be swept of debris and dust, and all bathrooms, kitchens and appliances should be wiped clean.

### Final check out

- All key fobs, apartment and mailbox keys, and parking permit must be returned to the site management office. If keys or parking permit are not returned there will be a charge for key fob \$25.00, mailbox \$35.00 and parking remote \$10.00, and apartment keys charge is \$55.00.

### Security deposit

- If you are providing at least two weeks’ notice before you vacate, management will notify you separately of a date for a move out inspection to determine the condition of your apartment. You may elect not to have an inspection before you leave, however in that case your apartment will be inspected without you after you leave.
- After the apartment is inspected, you will be advised if there are deductions from your security deposit for damages, if any. The remaining portion of your deposit will be sent to you within 14 days of the end of your tenancy. Please make sure that management has your new address before you leave.

**Atlantic Plaza Towers, Brooklyn, NY 11233 718-385-3600**