

## **Tenant Move-Out Procedures for Lafayette Nelson Apartments**

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 below carefully.

### Preparing for your move

- When you have your moving date set, please notify the on-site management office as soon as possible in writing. All moves and deliveries must be approved & scheduled at least 48 hours in advance and are on a first come first served basis. We have a form in the office that must be completed prior to the delivery or move in/move out.
- Move outs are only allowed Monday through Friday between the hours of 9am and 4pm, with no exceptions. A 60-minute grace period is allowed, after which a charge of \$150.00 will be assessed.
- Moving companies employed by residents must be fully insured and provide a certificate of insurance with Lafayette Nelson Apartments, LLC 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 ramp.
- 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, mailbox keys, and parking remotes must be returned to your property manager. If keys or parking remotes are not returned you will be charged; pedestrian gate \$15, key fob \$25, mailbox \$35, parking remote \$85 & apartment entrance-2 keys must be returned or you will be charged \$65.

### Security deposit

- If you are providing at least two weeks’ notice before you vacate, management will schedule with you separately 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 vacate.
- After the apartment is inspected, you will be advised if there are deductions from your security deposit for damages. The remaining portion of your deposit will be sent to you within 30 days of the end of your tenancy. Please make sure that management has your new address before you leave.

**Lafayette Nelson Apartments, Bronx NY 10473 718-378-2800**