



## Move-Out Notification Procedure

MOVE-OUT PROCEDURES... *Questions, your lease is the prevailing document.*

1. **IMPORTANT:**
  - You need to email us by the 15th (or sooner) of the **same month** you are leaving. Notices after the 15th of the month are considered late notices and **forfeit the Security Deposit**.
  - To assist, we have sent you a "Welcome" email shortly after you moved in, that we asked you to save.
  - Our email is: [AppleWoodStorage@sbcglobal.net](mailto:AppleWoodStorage@sbcglobal.net)
2. Move out months are NOT prorated.
3. Please...take EVERYTHING with you (\$50/hr disposal fee for items left behind).
4. Please return the unit to us like you received it...very clean!
  - Broom sweep unit (\$25 fee if we do it for you).
  - If used pallets, please return where you found them.
  - If any spills or stains, please remove with a detergent cleaner.
5. Lock the unit & put key in envelope. Write name, unit# & your mailing address on envelope.
6. Deposit your envelope w/key (s) when you are moving out or by **last day of month**, into respective facility drop location:
  - **4018 Marsh Rd** BRASS mail slot in the white office door of 1st bldg
  - **3017 Dairy Dr** BLACK drop box at Entry A of Climate Control bldg

**RETURNING YOUR SECURITY DEPOSIT:** Once we find your envelope with key, we will check your unit. If all is OK and we've received your timely email move out notice, we will return your security deposit in 7-10 days **to the address you provided**.

### On Moving Day Bring an Envelope & Broom With You

#### **Your Envelope (w/key inside) should look like this!**

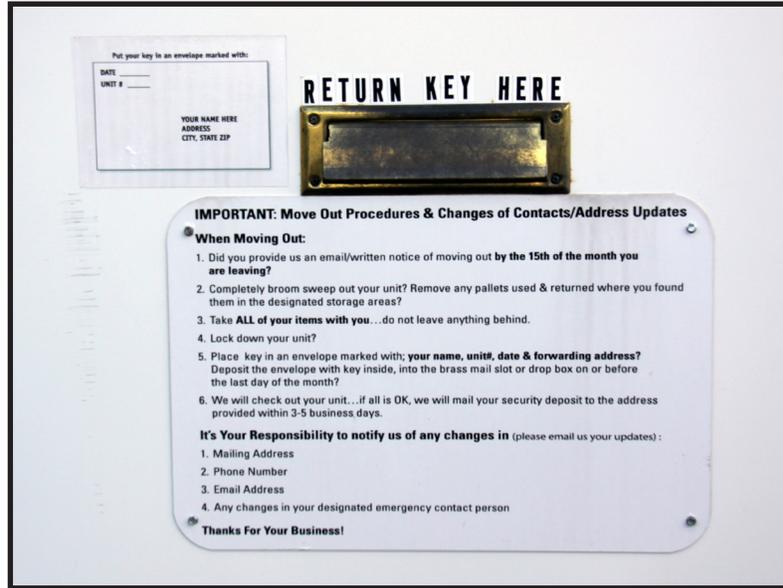
We mail your Security Deposit to the address provided on your envelope (write neat please!)

Date: \_\_\_\_\_ UNIT #: \_\_\_\_\_ Phone#: \_\_\_\_\_

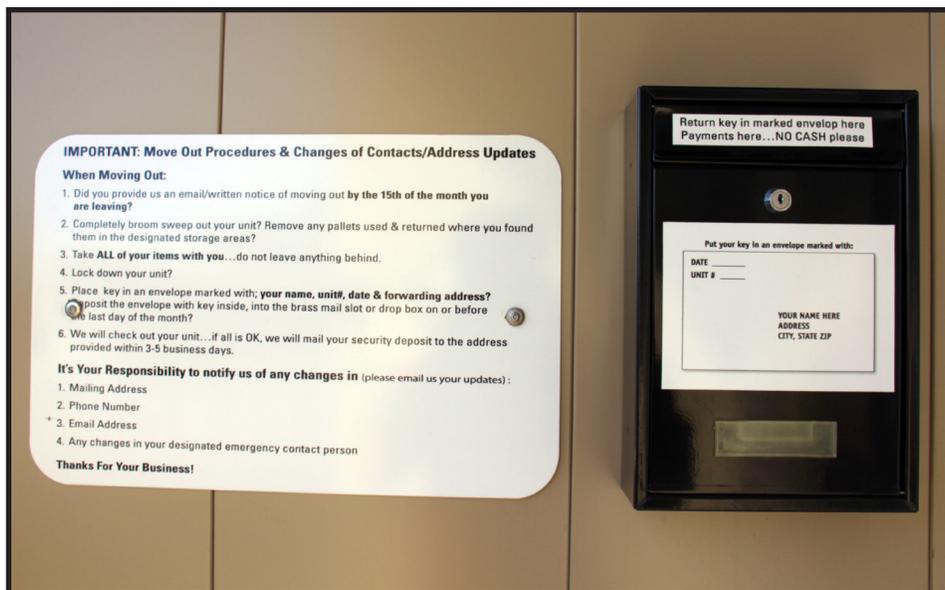
Your Name  
Address  
City, State, Zip



## Where to drop off your envelope (with key INSIDE envelope)



**MAIL SLOT - 4018 Marsh Road:**  
Brass mail slot in white door of building A



**DROP BOX - 3017 Dairy Drive:**  
Black drop box located at entry A of climate control building