

## Move Out Information:

At Quadrangle and Parallel Properties, as moving is always a chaotic time, please let us know if there is anything we can do to assist in making the transition as smooth as possible for you. Our team will be reaching out to do a pre-inspection within 30-60 days from your intent to vacate notice. We will still conduct a “post” move out inspection upon the return of the keys when the apartment is fully empty to properly assess. If there are any charges against your account, you will be notified by email. Please make sure to follow the move out checklist and charges.

Security deposits are processed within 30-days of the lease ending date - receipt of all keys to the office is the first step.

**EXPRESS Move out** - Allows you the flexibility of leaving your apartment whenever you need to. Express Check Out is as easy as returning your keys to the leasing office in an envelope with your name, the date, your apartment address, your forwarding address, and your telephone number. Envelopes are available at our office or next to the after-hours drop box if you do not have your own.

Our office is located at 621 N. Skinker Blvd. Saint Louis, MO 63130 and an after-hours drop box located outside our front door. This is available 24/7 if you need to return your keys when our office is closed please use the envelopes provided.

Your checkout will not be considered complete and rent does not stop until all keys are received. We do not recommend returning your keys via mail. If keys are lost in transit you will be charged for them. When all keys have been received our team will complete the post move out inspection.

**Keys must be returned to office** so plan accordingly to ensure their return.

- Name
- Address the keys are for
- Forwarding Address – where you want your deposit sent to
- Phone Number
- Email
- Drop the envelope into the drop slot.

## Utilities, TV/Internet, and Mail:

- **Utility Services:** If you pay for utilities separately and they are not included in your monthly rent you will need to call the utility companies **two weeks** in advance of your actual lease end date to have the service taken out of your name. The utility companies will continue to bill you for service until you call, and service taken out of your name as of the **last day of the lease**. **DO NOT stop service or turn off furnace must be left at 55 degrees and on auto.**
  - Ameren Missouri-Electric: 314-342-1000 or [www.ameren.com/residential/default.aspx](http://www.ameren.com/residential/default.aspx)
  - Spire-Gas: 800-887-4173 or [www.spireenergy.com](http://www.spireenergy.com)
- **TV/Internet Services:**
  - **Units with Streaming and Internet Provided:** Reminder all equipment in the apartment including remotes, power cords, and WiFi Router needs to be returned to Spectrum.
  - **Units without Cable and Internet Provided:** Contact the company that you have TV and/or internet service with to cancel or move your services. Return any equipment to the provider or take it with you if necessary.
- **Mail:** Residents must contact the U.S. Postal Service to forward their mail before move-out. It is not the Landlord's responsibility to forward your mail or check your mailbox after you move out. You can have your mail forwarded by completing a change of address form in person at the post office or online through the USPS website: <https://www.usps.com/manage/forward.htm>.

## Move Out Checklist:

Your apartment will be inspected for damages and cleanliness upon move out. Please make sure to complete the following steps and review the list of charges below:

- Contact electric and/or gas companies to stop service if your utilities are not included - **DO NOT turn off heat leave at 55 degrees and on auto.** Do NOT leave windows open. Call TV/internet provider if you have your own account to stop or move service and return equipment if necessary. Have your mail forwarded through USPS.
- Remove all trash from apartments and fire escapes. **Do not overload the dumpsters! Do not place trash, furniture, or other items in the alleys next to the dumpsters! You will receive charges or fines.** Please remember that you can put trash in any alley dumpster that is not too full or labeled for yard waste or recycling.
  - There are many organizations in the area that accept furniture donations. Please contact our office if you would like more details. <https://sustainability.wustl.edu/items/share-our-stuff/>
- Repair or spackle walls with holes larger than a nail or screw head.
- Remove all stickers, decorations, tape, staples, etc. on ceilings, walls, doors, appliances, etc.
- Thoroughly clean your entire apartment before you leave including:
  - Detail clean kitchen. Stoves, ovens, and microwaves must be cleaned thoroughly of any dirt and grease buildup.
  - Empty and clean refrigerator. **Leave the refrigerator turned on.**
  - Detail clean bathroom(s). Special attention should be given to the tub, tub walls, and toilet.
  - Vacuum and spot clean carpeted areas; sweep and mop hardwood floors, tile, and linoleum floors.
  - Reminder if you have a roommate, you are both responsible for common areas.
- **Return all keys to the office. Rent does not stop until keys are received. DO NOT leave keys in the apartment.**

## Charges on Account for Move Out

### I. Cleaning

- A. Dirty 3 bedroom with carpet: \$250.00
- B. Dirty 3 bedroom with hardwood: \$200.00
- C. Dirty 2 bedroom with carpet: \$200.00
- D. Dirty 2 bedroom with hardwood: \$150.00
- E. Dirty 1 bedroom/studio/efficiency with carpet: \$150.00
- F. Dirty 1 bedroom/studio/efficiency with hardwood: \$100.00
- G. Dirty bedroom/bathroom only: \$50.00
- H. Dirty appliances: \$20.00 each

### II. Hauling

- A. Large Items: \$50.00-\$100.00 per item based on size and weight
- B. Small Items (fit in a trash bag): \$25.00 per bag

### III. Missing Keys

- A. \$50.00 per key (apartment/building key/ mailbox)

### IV. Furniture damage

- Cost of repair and/or replacement. Varies for each item.

### V. Missing property or furniture belonging to Quadrangle Housing Company and/or Washington University

- Cost of replacement. Varies for each item.

### VI. Missing Cable/Internet Equipment (In Units with Internet/TV included)

- Missing modem, WiFi, or power cords: \$350.00 (charged through Spectrum)

### VII. Other Damages

- A. Small drywall holes (too big to spackle, smaller than 2"x2"): \$50.00
- B. Large drywall holes (larger than 2"x2"): \$100.00
- C. Plaster holes: Cost varies based on bill or estimate
- D. Broken blinds: Cost varies based on style and size
- E. Removed doors: \$25.00
- F. Hole in hollow-core door: \$50.00
- G. Hole in solid core door: Cost varies based on bill or estimate
- H. Damaged flooring: Cost varies based on bill or estimate
- I. Gum, adhesive, tack/poster putty on walls: \$25.00 per wall
- J. Candle wax on wood floors, furniture, or trim: \$10.00
- K. Candle wax on carpet: \$20.00
- L. Walls/trim painted color other than original color: Cost varies based on bill or estimate
  - i. .60¢ per square foot primer
  - ii. .60¢ per square foot flat paint
  - iii. .75¢ per square foot trim
- M. Damaged storm windows or screen: Cost varies based on style and size