

Check Out Instruction Sheet

The end of the semester is here! It is time for you to prepare to leave for the break. At Brighton, we do not require you to check out with a manager, *but it is highly recommended that you do so if you wish to receive a full return of your security deposit.* The following are some very important things you need to know about check outs for this semester. Please take the time to read through everything included in your packet.

You will be held responsible for all the information contained inside.

IF YOU CHOOSE TO CHECK OUT WITH MANAGEMENT, PLEASE:

- With your roommates, choose one of the jobs listed on the White Glove Assignment Sheet.

REMEMBER: Once someone is checked out through the management, any follow-up cleaning needed after he/she leaves will become the responsibility of the remaining roommates, so work together and choose your jobs wisely!

- When you know what time you would like to leave, sign up for a check out time on the sheet outside of the office. You will be able to sign up for the following time slots:

Check Out Schedule:

Monday, July 18th: 10:00a-2:00p

Tuesday, July 19th: 10:00a-4:00p

Wednesday, July 20th: 9:00a-6:00p

Thursday, July 21st: 9:00a-12:00p

***If your travel plans require you to leave before the above times, you may contact us to schedule a different check out time.*

<p><u>REMEMBER:</u> ALL tenants must be checked out and moved out of his/her apartment no later than 5:45pm on Thursday, July 21st. All apartments will be locked by 6:00pm. If you are there after 6pm you will be charged an extra \$15.00</p>
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- We will come to your apartment at the scheduled time to check your cleaning assignment. If there is anything that is not satisfactory, we will give you a chance to touch up before passing/failing you. Please make sure to have your packet filled out before we arrive.

IF YOU CHOOSE TO NOT CHECK OUT WITH MANAGEMENT, PLEASE:

- After cleaning, leave your Personal Check-Out Sheet, White Glove Assignment Sheet, on your desk.
- ***YOUR KEY MUST BE TURNED INTO THE OFFICE***, either during office hours or place it in an envelope with your name on it and slide it under my office door.
- Remember, any cleaning that does not pass, any damages, or missing items will be charged from your deposit.

REMEMBER: Even though we may pass off your cleaning, you could still be charged for any of the following:

- Damages that have occurred during the semester that were not reported on the Condition of Apartment sheet you received at check in.
- Charges will apply if you are missing any of the following:
 - Smoke detector batteries (come to us for a replacement)
 - Detached smoke detectors
 - Mattress pad
- Garbage that is not put inside, but is stacked by the side of the dumpster will result in a charge.

Make sure to contact us with any questions or concerns. We want to help as much as we can!

We wish you the best of luck with finals and hope you have a great break!