



Move Out Procedure

Thank you for being our resident! Below is a list of the things you need to do to complete the move out procedure.

1. Remove all of your personal belongings from the apartment and clean the apartment.
2. Vacuum, sweep and mop floors, and remove all trash and personal items.
3. Remove any and all food from the refrigerator, freezer, and cabinets.
4. Clean the refrigerator/freezer and wipe down the cabinets.
5. Remove your belongings from the bathroom including the shower, sinks, cabinets.
6. Clean the bathroom by disinfecting the tub/shower, toilet and sink.
7. Remove your mail from the mailbox.
8. Make sure all the keys are in the kitchen cabinet drawer.
9. Close all the windows and the blinds in the apartment.
10. Please take a video of the apartment and send it to moveout@gradbnb.com.
11. **Make sure to include your forwarding address where we will mail you back your security deposit by check.**
12. Contact the post office with your forwarding address so that you no longer receive mail at the property.

After you move out, we will then assess any charges that may apply. This includes charges for damages if any, charges for cleaning if you did not clean sufficiently, and/or charges for removal of any property left in the apartment.

Thank you,

GradBnB