

# Montefiore Einstein

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## Moving?

### 1. Submit Your Move Out Form

You **must** provide 30 days' notice. Move out forms are available at the front desk. You may leave the form in the rent collection box in your building's lobby.

### 2. Schedule a Pre-Vacate Inspection

**We will require access to your unit to assess what work may be required to prepare the unit for the next resident.** If you have any questions regarding your responsibilities i.e.; painting, repairs, etc. you may walk the unit with the building superintendent.

### 3. Clean the Apartment

✓ **Kitchen Counters and Cabinets-** Countertops and sinks should be wiped down. No food debris or dishes should remain.

✓ **Appliances-** All grease and grime should be removed from interior and exterior. Wipe down doors, racks/shelves, and broiler if applicable. Please leave appliances plugged in.

✓ **Bathroom-** Wipe down tub, fixtures and shower rod. Clean wall tiles. Sweep and mop bathroom floor.

✓ **Remove all furniture and belongings from your apartment.** Any items left behind will be subject to penalties.

✓ Patch and repair any holes in the walls.

✓ Repair or replace anything that has been damaged or destroyed during your occupancy.

✓ Cancel all utilities under your name.

#### **4. Give Your Keys to Building Security**

If you maintain keys after your confirmed move out date, you will remain responsible for rent until we have received keys.