



## **University Haven Management Company, Inc.**

9 Marmaduke Court • Baldwin, MD 21013

410-593-9655 • [www.uhmcrentals.com](http://www.uhmcrentals.com)

### **MOVE OUT PROCEDURES**

#### **WRITTEN NOTICE REQUIRED**

Per your lease, written notice of your intent to vacate is required Thirty (30) days prior to vacating the unit. Be sure to stop any scheduled automatic payments.

#### **LAST MONTH OF RENT**

All current rent must be paid. Per applicable laws, SECURITY DEPOSIT CANNOT BE USED TO PAY THE LAST MONTH OF RENT.

#### **UTILITIES**

Remember to inform utility companies the last date of service required by them.

#### **MAIL**

To avoid key charge, you must return all keys – including mailbox key. Once you have left the unit, we cannot collect your mail/packages. Please be sure you have provided USPS and all shipping companies your forwarding address.

#### **CLEANING & TRASH REMOVAL**

It is your responsibility to have your unit cleaned, including bathroom(s), cabinets, counters & floors. No food is to remain in the refrigerator, and the shelving of the refrigerator/freezer should be clean. The stove/oven should be wiped clean and free of grease.

Do NOT patch nail/screw holes, as we have a professional team to do that upon vacating. NOTE: You will not be charged for normal wear and tear.

All personal items, furniture and trash should be completely removed from the unit. DO NOT leave ANY items on the property (inside or outside)—including those you may intend to be free to take. Tenant will be held accountable for all fines due to improper trash disposal and for all costs incurred should Landlord have to clean and remove any debris.

For information on disposal of larger items, contact the Baltimore Department of Public Works <https://publicworks.baltimorecity.gov/>.

#### **FINAL WALK THROUGH**

If you are concerned regarding the cleanliness of your unit or any damages, you may call/email the office to schedule a final walk through/inspection.

#### **SECURITY DEPOSIT RETURN**

Provide the office with forwarding address(s) to return security deposits. If roommates are involved, it is helpful to include a breakdown of amounts expected. By Maryland law, earned security deposits must be returned in forty-five (45) days. We strive to return your earned deposit within 2 weeks of your move-out date.