

Important Move-Out Information

Dear Current Residents,

It's almost time to start packing again as the school year comes to an end, **your lease expires May 17, 2019**. It has been a pleasure serving you this year and look forward to making your move-out as smooth as possible! The following are very important dates:

Thursday April 18th – Friday April 19th: Please visit the Woods Leasing office to schedule your **Move-Out Inspection** – No phone calls regarding appointments please.

The move-out inspection will be done when the last person moves out and the unit is empty between 5/13 – 5/19. Steps to take... 1. Get all roommates together and figure out who will be last to move-out. 2. Select a day/time that works best for everyone. 3. Elect one roommate to visit our office to schedule that time. Move-out inspection appointments will be scheduled on a first-come-first-serve basis, so **the sooner you visit, the better time slot you will have.**

Standard Move-Out Appointments

Dates	First Appointment	Last Appointment	Details
Monday May 13 th	10:00 AM	4:30 PM	Appointments must be made in person at our leasing office Only 1 appointment per apartment (Last person moving out)
Tuesday May 14 th	10:00 AM	4:30 PM	
Wednesday May 15 th	10:00 AM	4:30 PM	
Thursday May 16 th	10:00 AM	5:00 PM	
Friday May 17 th	8:00 AM	7:30 PM	

Move-Out Appointments for Graduates Only

Dates	First Appointment	Last Appointment	Details
Saturday May 18 th	8:00 AM	6:00 PM	Graduating students only are eligible Appointments must be made in person at our leasing office Only 1 appointment per apartment (Last person moving out)
Sunday May 19 th	8:00 AM	1:00 PM	

Move-Out Assignments for International Apartments Only

Dates	First Appointment	Last Appointment	Details
Monday May 20 th	8:00 AM	12:00 PM	In order to coordinate with the travel times of international students, these move-outs will occur Monday, May 20 th in the morning .

*** Your lease ends Friday, May 17th**

**Move-out inspections take 30 mins and all personal belongings must be out during this appointment time unless roommates re-signed.

April 22, 2019: The Woods will assign a time for any apartments who have failed to set-up a move-out inspection. For scheduling purposes **no exceptions** will be made.

May 1, 2019: The Woods will be holding an informational session to educate and inform our students about commonly missed items as well as answer any questions residents may have. This will begin at 6:00 PM and will be held in our conference room.

Did you re-sign your lease and staying in the same apartment? Unless, ALL current occupants are staying in the same apartment we still need to perform a move-out inspection with the roommates who are not staying. The last roommate to move-out should visit us within April 18th – April 19th to set-up a move-out inspection appointment

Are you a current Woods resident and moving to another Woods Apartment with a summer lease? You will stay in your current apartment until your new apartment is ready for you. The Woods will contact you when your apartment is ready, and you will have 24 hours to transfer all of your personal items to the new apartment. This will be between May 17th – May 30th. A move-out inspection of your current apartment will be scheduled 24 hours after you collect keys for your new apartment. *Please have everything packed/organized to make your move as easy as possible.*