

# Important Move-Out Information

Dear Current Residents,

It's almost time to start packing as your Fall lease comes to an end, **your lease expires December 20th, 2019**. It has been a pleasure serving you this semester and look forward to making your move-out as smooth as possible! The following are very important dates:

**November 20th and November 21st, 2019:** 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 or bedrooms are empty on December 20th. Steps to take...** 1. Get all roommates together and figure out who signed a Fall Only lease and will be the last to move-out. 2. Select a 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
December 19th	1:00 PM	5:30 PM	Appointments must be made in person at our leasing office. Only 1 appointment per apartment (Last person moving out).
December 20th	8:00 AM	5:30 PM	

\*\*Move-out inspections take 30 mins and all personal belongings must be out during this appointment time.

\*\*\* All **international** move-outs will be scheduled for December 21<sup>st</sup>, 2019 after charter bus has picked you up. You will still need to come to the office for all your move-out information on November 20<sup>th</sup> or November 21<sup>st</sup>, 2019.

**November 22nd, 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. If you are planning to live in the Woods for Spring semester and have not signed a Spring lease, the deadline is 11/22/2019.

**Did you re-sign your lease and staying in the same apartment?** Unless ALL current occupants are staying in the same apartment for the Spring semester, 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 November 21<sup>st</sup> – November 22<sup>nd</sup> to set-up a move-out inspection appointment.