



Notice To Vacate Next Steps

Resident Name: _____ Address: _____

Move Out Date: _____

We thank you for your residency and trust your stay with us has been a pleasant one. Now that you have turned in your Notice to Vacate, there are some next steps that you will need to do in order to ensure a smooth transition out of N2N's housing.

Listed below are expectations as well as requirements for your move out. If you choose to not do any of the following items, you will be charged the fine that is listed below the corresponding subject:

- Utilities** – Call the utility company (City of Fort Collins –or– City of Loveland) in advance to change the utilities back into Neighbor to Neighbor's name and out of your name with an effective date of _____. According to your Resident House Rules #28, "All applicable utilities MUST remain in Resident's name at all times." This includes keeping the utilities ON and IN YOUR NAME for the entirety of the lease.
Fine/Charge - \$50 reconnection fee
- Cleaning** – You are responsible for cleaning your apartment and surrendering the premises in the same condition as when received at the commencement of the Lease (normal wear and tear accepted). Please review the **Move Out Cleaning Instructions** document for a list of charges/fees that will be added to any damages left in your apartment.
- Mail** – You are responsible for changing your address with the post office. N2N recommends doing so in a timely fashion. Once your move out date has passed, you will not have the option of continuing to check your mail at N2N. Any mail that is sent to you at this address will be returned to sender unless you notify the post office to forward your mail to your new address.
No Fine/Charge
- Furniture** – Do not discard any furniture around N2N's dumpsters. You are responsible for removing furniture off of N2N property appropriately. Be aware that we will know if the furniture in the dumpster area belongs to you due to the maintenance team being in your apartment for the pre-move out inspection. According to your Resident House Rules #30, "All trash must be placed inside the provided trash receptacles" – this means the only appropriate location to discard furniture on N2N property is **INSIDE** the dumpster, not beside it.
Fine/Charge - \$30/furniture item that is left beside dumpster or inside apartment
- Pre-Move Out Inspection** – Our maintenance team will be doing a pre-move out inspection prior to your move out date to inspect for any major damages inside of your apartment. This pre-inspection is to ensure we have all the materials needed to make the apartment ready by your move out date. You do not need to be present during this inspection. Our maintenance team will provide you with 24 hour written notice prior to entering your apartment.
- Keys** (Apartment Keys and Mailbox Key) – You are responsible for bringing **ALL** keys associated with your apartment and N2N to the main office located at 1550 Blue Spruce Drive Fort Collins, CO 80524 on or before your move out date. If you are not able to make it to the office during regular business



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hours, you can drop the keys off in N2N's drop box (located outside of the main office's front door) in an envelope clearly labeled with your name and apartment number.

Fine/Charge - \$5 per key not returned

- Move Out Inspection** – Within 24 business hours after move out, the landlord will perform the move out inspection. The resident is welcome to be present during the inspection; if you are wanting to be present, call Alan at 970-402-2314 prior to the move out date to schedule. If you choose not to be present, then the landlord will conduct the inspection to determine any costs associated with damages due to residents' neglect or abuse.

It is of utmost importance that you vacate your apartment by the above-specified date. Failure to do so will cause you to be liable for an additional full month's rent. Please remember you are responsible for your apartment until all keys are returned. The security deposit settlement will be mailed to the last known address within _____ days of the move out date.

If you have any questions about this process, please stop by the office during regular business hours or call 970-484-7498. We wish you success in your next endeavor!