



Move-out Instructions

Thank you for choosing Neves Group for your housing needs. We appreciate you and hope that if we can be further assistance in the future you will contact us.

Here are your move out instructions. If you have any questions regarding these instructions please give us a call at (217) 377-8850 or email us at leasing@nevesgroup.com.

Each apartment/house will only be given one copy of these instructions. Please share with your roommates/family. There will be a copy of each of these documents on our website. www.NevesGroup.com

Check your lease for your move out date. You must be vacated and keys turned in by 12 o'clock noon on this day.

NO EXCEPTIONS!!!!

Your apartment must be clean and all keys returned to the office before inspection. You may schedule a walk thru with someone from Neves Group staff. The walk thru must be scheduled in advance. Once a walk thru has been done you will not be allowed to go back in and clean. Depending on the time of year it may not be possible to schedule these appointments on the last day of your lease. At certain times we are just too busy. Call the office if you want to schedule a walk thru appointment.

If your apartment is not clean according to the standards listed on the attached check out sheet, you will be charged accordingly, see checkout sheet charges. Please use the checkout sheet as a guide for cleaning so things are not overlooked. We are fairly picky about the cleanliness of our properties. We expect you to leave the property in the cleanest possible condition. We are providing you with a sample check out sheet. If we have to send cleaners/maintenance into your apartment, you will be charged, no exceptions. **Regardless of how you perceived the condition of your property when you moved in (& based on the move in condition report), you have been living in the property and any cleaning charges will be your responsibility.** If you have any questions regarding the check out sheet you need to come to the office before the end of your lease to discuss them. *The cleaning charges are set by the cleaning company and are subject to change without notice.

Keys: If all keys are not turned in, you will be charged for re-keying the locks for the apartment and/or mailbox. If you do not turn all the keys in and we change the locks and then you turn in the missing key you will still be charged. Keep in mind whether or not you ever borrowed an extra key. (\$75 + the cost of keys)

Forwarding Address: Where do you want your security deposit sent to? If we do not have a forwarding address it takes longer for you to receive your deposit. Your security deposit will be mailed out within 30 days of the end of your lease.

Security Deposits are sent out 30 days from the end of your lease. We don't get them out faster.

**We have acquired many new properties this year. If your lease differs from these instructions we will be honoring your lease

Thanks for renting with Neves Group! Good luck to you in the future.

Neves Group Management Team