

FAIRWAY

CLUB APARTMENTS

Dear Resident(s),

We know that with the decision to move you have a lot on your plate! Attached are a few important reminders that may help make moving as seamless as possible.

1. Please remember to contact DTE and have your electric service removed from your name and changed to your new address for the last day of your lease term.
2. Be sure to forward your mail by submitting a change of address to the post office as soon as possible. A change of address can take up to 2 weeks to go into effect and can be completed online at USPS.com. Please remember to change your address with any medical, financial, subscription, and online order accounts you have that you receive mail or package delivery through.
3. Please remember to completely clear everything out of your apartment; bags, trash, furniture, etc. Disposal fees will be charged to the resident for any items left behind. Make sure your apartment is clean, and in the same condition as when you moved into it.
4. Large furniture items are not to be put into or left outside of the dumpsters. Disposal of large furniture/bulk items must take place off-location and leaving large furniture items at/ inside the dumpster areas will result in a \$50 fee per item. Please notify the office to schedule a bulk pickup. Feel free to contact the office for a list of free donation pick up services to help avoid a bulk pickup!
5. We ask that any painted walls be painted back to white or primed over before moving out. Paint colors left on walls will result in additional paint charges.
6. Moving trucks are not permitted on the lawn or sidewalks at any time- damage to the lawn, sidewalk, or irrigation system will be charged back to the resident.
7. Please be sure to return all door, mailbox, and laundry keys fobs upon move out. Loss of laundry key fobs will be charged back to the resident.

Please feel free to contact the office with any questions you may have at 734-728-1105.

Best of luck!
Fairway Club Management

NOTICE TO VACATE

Date: _____

Name(s) appearing on your lease: _____

Current address: _____

Please be advised that I am giving my 30 day Notice to Vacate and that my apartment/townhome will be vacated by _____.

I understand that I must be completely moved out and will turn in my keys on this date. Your apartment/townhome will not be considered vacant until all keys are delivered to the management office.

THE SECURITY DEPOSIT LAW DOES NOT ALLOW SECURITY DEPOSITS TO BE USED AS THE LAST MONTH'S RENT.

YOU MUST NOTIFY MANAGEMENT IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL: OTHERWISE MANAGEMENT SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES UPON MOVE OUT.

Forwarding Address: _____

Phone Number: (H) _____ (W) _____

Reason for moving: _____

Resident Signature

Resident Signature

FOR OFFICE USE ONLY

Date notice received by Management: _____

Agent's Signature: _____

Lease Expiration Date: _____

Rent Due to Liability Date: _____

Unit #: _____

Move Out Cleaning Instructions

1. Refrigerator: Defrost, clean, wash, and disinfect all surfaces. (If defrosting, please be sure to plug the refrigerator back in.)
2. Range: Clean all surfaces to remove grease and burnt on particles, including under the cook top. Thoroughly clean knobs and surfaces.
3. Vent hood: Clean all surfaces to remove grease and burnt on particles.
4. Dishwasher: Remove debris and wipe inside surfaces. Clean the front panel including knobs.
5. Sinks: Scrub and clean sinks with appropriate cleanser. Clean garbage disposal. Polish faucet sets and chrome.
6. Cabinets and drawers: Remove all lining material, wash and disinfect all shelves and interior surfaces. Clean counter-tops, and cabinet fronts.
7. Other appliances: If your apartments has been equipped with other appliances, please clean these appliances as described above.
8. Floors: Sweep, mop, and disinfect.
9. Toilet: Remove disinfectant devices from the tank. Clean and disinfect.
10. Thoroughly clean all light fixtures, electrical outlet, and switch plate covers.
11. Clean area between appliances, walls, and cabinets.
12. Thoroughly clean all tile, porcelain, and fiberglass surfaces.
13. Clean all windows and sliding glass door track (if applicable).
14. Sweep patio and remove any debris or belongings off patio and storage unit.
15. Vacuum carpet.
16. Clean blinds.
17. Make sure all items and trash are removed from the apartment.
18. Sweep out all cobwebs
19. Remove all nails, screws, and command hooks.

Resident

Resident

Date

Owner's representative