



BIG HOUSE RENTALS

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IMPORTANT MOVE-OUT INFORMATION

Dear Big House Rentals Resident: Your move out is on or before noon on _____.

TOP 10 TO DO ITEMS BEFORE YOU MOVE

1. **PAY YOUR LAST MONTH'S RENT** and any rent due on the lease. Rent is still due on the first for the last month of your lease. It is not prorated. Late fees will be applied for any late or unpaid rent.

2. **Forward in writing within 4 days of moving out your new address** and where to send your security deposit. Your group can designate a 'Custodian' to receive the security deposit and statement. The custodian would then divide the security deposit and send shares to each person on the lease. I have attached a custodian form for your use.

Security deposits are returned within 30 days of the end of your lease or when you have officially vacated the property. Security deposits will be returned after determining any unpaid rent, NSF fees, late fees, unpaid utilities, missing keys, or damage to your unit. Please let me know if you are moving out before the end of your lease and we will do a walk through before then and begin processing your security deposit earlier.

3. **TERMINATE YOUR UTILITY SERVICES FOR THE DAY AFTER YOU MOVEOUT**, so that you have service on the day you move out.

The following numbers are provided for your convenience:

SBC at 1-800-244-4444: to have your telephone disconnected.

Comcast at 734-973-2266: to cancel cable/internet and to return boxes.

DTE at 1-800-477-4747: to cancel electric and gas services.

City of Ann Arbor at 734-994-2666: for the final water bill reading.

4. **CHANGE YOUR ADDRESS.** Turn in your change of address form a couple of weeks before you move at the post office ASAP with your new address information so your

mail can begin to be delivered to your new address and forwarded from your current address. You can do this at the US Post Office or on line at <http://www.usps.com>.

5. REMOVE ALL PERSONAL ITEMS AND TRASH FROM YOUR UNIT. A \$25/bag charge will be assessed for trash and misc. items left in your apt. /house and will be deducted from your security deposit. Painters and cleaners will be at your building immediately after move-out. Anything left behind will be thrown out. Please use the City of Ann Arbor FREE drop off site or visit their website for additional information on refuse disposal at www.a2gov.org. Dumpsters will be out at the corners of Oakland and Tappan Ave, usually the last 2 weeks of August and the first week in May.

If you are unable to dispose of furniture prior to move-out, call or email our office to let us know that furniture is being left in the unit. We will still need to charge you for hauling and disposal, but we will try to utilize the city recycling stations to keep costs down for you. (This does not apply to the furniture we supplied to you if your unit is furnished). There are some other options available to you to get rid of furniture:

- Contact the next year's tenants to see if they want any of it. If they do, draft a letter they sign which shows they now accept the furniture as theirs. You won't have to get rid of the furniture and they can keep it. It is really important for you to then give me a copy of the letter along with marking the furniture in some way that it stays, so we do not remove it and charge you for hauling.
- The City of Ann Arbor, Recycle Center and County have several programs and services that may assist you in getting rid of bulky items. Visit the city website at <http://www.a2gov.org/government/publicservices/fieldoperations/solidwaste> for more information on the drop off center.

6. REMOVE ALL NAILS, TAPES, POSTERS FROM THE WALLS. Please let me know if your room or an area of the house has wall damage and we can work through that repair either by you doing your own repair or at cost by our guys. Call me at 734-223-9879.
7. PAINT: If you painted your room or any common areas, then the walls need to be painted back to our neutral color of BIRCH WHITE EGGSHELL LATEX PAINT WHICH IS AVAILABLE FROM ANDERSON'S PAINT ON W. STADIUM. Rooms that are not painted back will be painted by our crew and you will be assessed for this expense.

- 8. CLEAN AND WIPE DOWN YOUR UNIT. SWEEP, VACUUM, AND MOP FLOORS.**
Bathrooms and areas of the house that have been neglected during your tenancy beyond the normal wear and tear to the point of being damaged may be assessed repair fees or additional charges in order to restore them to a sound condition.
- 9. LOCK YOUR DOORS AND WINDOWS.** Lock your exterior door with one key when you are totally out, put the key in the mailbox and call us that you are out. We will be by to inspect the property and to collect the keys shortly after you call us. Leave bedroom keys in each bedroom door. Exterior entrance keys may be left on the same keychain on the bedroom doors or on the kitchen counter.
- 10. NOTIFY US YOU ARE MOVED OUT:** Leave bedroom keys in each bedroom door. Exterior entrance keys may be left on the same keychain on the bedroom doors or on the kitchen counter. *NOTE: There may be a \$75 per lock charge to change locks if we do not receive all keys, including mail keys OR if you have changed the lock on any room. This charge will be deducted from your security deposit.*
- 11. GO BLUE! AND CONGRATS TO ALL OF OUR GRADUATES!**

Thank all for your business and best of luck in your future endeavors!

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(revised 5/19)