

## 2018 Move-Out Letter

Hendley Properties would like to take this opportunity to thank you for being a resident. As a courtesy, we are sending out this letter as a reminder of your impending move out, and to help clarify any questions you may have about the move out procedures. Please make sure you follow the list of instructions provided.



### Contact Information

- ☎ (912) 681-1166 *Greenbriar*
- ☎ (912) 681-1170 *Planter's Row*
- ☎ (912) 871-6116
- ✉ [bryan@hendleyproperties.com](mailto:bryan@hendleyproperties.com)
- 🌐 [www.hendleyproperties.com](http://www.hendleyproperties.com)
- 📍 21 Greenbriar Apts.  
Statesboro, GA 30458

### Utilities

It is the tenant's responsibility to disconnect utilities and return all cable or satellite boxes.

**Georgia Power** (electricity for all properties): 1-888-660-5890

**City of Statesboro** (water for all properties except Planter's Row): (912) 764-5468

**Water Utility Management** (water for Planter's Row): (912) 352-9339

**Northland Cable** (cable and internet): (912) 489-8715

Check the Resources page of our website for more helpful links!

### Management

**Property Manager:** Bryan Davis  
**Accounts Manager:** April Powell  
**Planter's Row Manager:** Holly Wolfe

## Move-Out is July 15<sup>th</sup> at Noon

- You must move-out on time.
- You will be responsible for having your unit keys turned in by **noon on July 15<sup>th</sup>, 2018**.
- We are unable to allow anyone to extend their lease or move-out date. The only residents allowed to holdover in their apartment are those who are transferring to another Hendley Properties residence.
- Failure to return keys will result in a \$75 lock change fee. (covers 2 exterior doors) Failure to return mailbox keys will result in a \$25 lock change fee.

### Condition of the Unit

- If you have painted your unit custom colors, please make sure that you have gone over the walls with a primer coat that is the same color as the original wall paint. If walls cannot be painted in one coat, an additional charge will be added for the second coat of paint. Please contact the office for paint colors (912) 681-1166.
- Please remove all furniture, personal effects and trash from the unit. Any substantial clean-up will result in additional charges being added at move-out. Hendley Properties has ordered dumpsters for Planter's Row, Hawthorne, and Greenbriar so that you can use them to dispose of all unwanted items and furniture. Don't forget to clean out the fridge and cabinets!

### Your Account with Hendley Properties

Make sure that you are leaving with a \$0 balance. Any charges that are left over will be turned over to a collection company and a 40% charge will be added for collection fees.

### Your Mail

Hendley Properties is unable to hold, forward or reroute mail. It is the responsibility of the tenant to change their address with senders and have the post office forward their mail. Visit [www.usps.com](http://www.usps.com) to change your address online.