

## 2019 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.

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

- **You must move-out on time. As per the lease moving out late will result in an additional charge equal to one month of rent.**
- **You will be responsible for having your unit keys turned in by noon on July 15<sup>th</sup>, 2019.**
- 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.



#### Contact Information

☎ (912) 681-1166 *Greenbriar*  
☎ (912) 681-1170 *Planter's Row*  
✉ [ginny@hendleyproperties.com](mailto:ginny@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

**\*Utilities may not be turned off until all belongings are out of the unit! \***

#### Management

**Property Manager:** Ginny Rushing  
**Accounts Manager:** April Powell  
**Planter's Row Manager:** Holly Wolfe

- **\* Flip page for charges and details. \***

## 2019 Move-Out Letter

Here are the procedures and charges that are associated with moving out. Please follow these directions and call the office if there are any questions.

### Settlement Charges

- Light Bulb: \$5 Per Bulb
- Light Switch/Electrical Plate: \$2
- Missing Smoke Detector: \$30
- Smoke Detector Battery: \$2.50
- Missing Interior Door Hardware: \$20 per door
- Exterior Lock Replacements: \$75 Covers (2) doors front and back. Each additional door \$30
- Ceiling Fan Replacement: \$105 (Covers Fan & Installation)
- Interior Door Replacement: \$150 (Covers Materials and Labor)
- Interior Door Frame Replacement: \$125 (Covers Materials and Labor)
- Exterior Front Door: \$400 (Covers Materials and Labor)
- Double Glass Garden Style Door: \$1000 (Covers Materials and Labor)
- New Glass Top Stove: \$700
- \*See lease for additional charges\* (page. 21)

### Move out Procedure

- Notify Landlord in advance of your exact moving date and provide forwarding address.
- Return all keys to Landlord when you vacate and obtain a receipt from the agent. Do not leave keys at the rental property. **Failure to return all keys will result in a lock change charge of \$75.00.**
- DO NOT turn refrigerator off, simply defrost and turn to lowest setting.
- Remove all personal effects, food and trash. **Removal fees apply: \$75 per 50-gallon contractors trash bag and \$50 per piece of furniture.**
- Exterior of the property must be clean and free of debris. This includes porches, decks, steps, and grounds adjacent to your unit.
- Upon vacating do not turn the air conditioning below 78 degrees F.
- Should tenant move out without inspection, tenant agrees to waive the right to contest any damage fees for the unit. Inspections must be requested by the tenant and are to be scheduled prior to July 13<sup>th</sup>.
- Unit should be "broom clean" after moving out. Excessive cleaning will be billed back accordingly.
- All extinguished light bulbs and dead 9-volt smoke alarm batteries must be replaced by Tenants. \$5.00 per bulb will be charged for blown/non-working bulbs. \$2.50 per battery will be charged for 9-volt batteries.

[www.hendleyproperties.com](http://www.hendleyproperties.com)



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