

Move-Out Instructions

To make your upcoming transition a smooth one, please follow these instructions:

- Plan Your Move: Keys must be turned in no later than **12:00 NOON** on your Lease End Date.
- Check Your Online Portal: Your Last Rental Installment will be credited to the month your Lease ends. Please check your Tenant Ledger in your [Online Portal](#) or contact us with your questions.
- Minimize Cleaning Charges: Use our guidelines at: [Resident Cleaning Guidelines](#)
- Request Maintenance Now: Use your [Online Portal](#) to submit your maintenance requests.
- Security Deposit Return: Email us your US forwarding address.
- Utilities: Electric and Gas utilities must remain in your name until your lease end date.
- Change Your Address: Change postal mail address at: <https://moversguide.usps.com/>
- Dispose of Waste Properly: Use this website as a guide: <http://www.tippecanoewaste.org/>
- Donate: Recycle gently used items to the [Salvation Army](#) or [Goodwill](#).

Returning Your Keys:

- Make an appointment with our office to check out OR
- To put your keys in our Drop Box you must take the following steps:
 - SEAL your keys in a bag or envelope.
 - INCLUDE:
 - NAME
 - BUILDING & APARTMENT NUMBER
 - FORWARDING ADDRESS
 - We will have bags and paper to write on at our Drop Box.

Please feel free to contact us with any questions.

Thank you for choosing to live with us!

The Staff at Crestview Apartments

www.cv-apt.com : 765-743-1881

Mon-Fri: 9am-5pm ; Sat 11:00am-4pm