

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 [Resident Cleaning Guidelines](#).
- Request Maintenance Now: Use your [Online Portal](#) to submit your maintenance requests.
- Security Deposit Return: Update the address in the resident portal under "Account Profile" to where you want your check to be mailed. Please read our [Security Deposit FAQ](#).
- 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: <https://www.tippecanoe.in.gov/recycle> DO NOT PLACE ITEMS IN FRONT OR AROUND DUMPSTERS.
- Donate: Recycle gently used items to the [Salvation Army](#) or [Goodwill](#).

Returning Your Keys:

- Come to the office from 9-5 Mon - Fri or 11- 4 Saturday to check out OR
- To put your keys in our Drop Box, take the following steps:
 - SEAL your keys in a bag or envelope.
 - INCLUDE:
 - NAME
 - BUILDING & APARTMENT NUMBER

Please feel free to contact us with any questions.

Thank you for choosing to live with us!

The Staff at Crestview Apartments