

## High Street Property Management, LLC

# May 2020 End of Year Check Out Instructions

Congratulations on the completion of your academic year! We wish it could have ended differently! Please take time to review the information below which is meant to assist you in completing your residency with us.

Each Resident is **REQUIRED** to checkout at the High Street office, 94 Main Street, Suite 104 in order to:

- Return all keys. Each key not returned or duplicated carries a \$50 charge (master key system).
- Complete the checkout form at the office with your contact information.
- Return parking sticker if you were issued one.

Before leaving your unit, remember to:

- Empty refrigerator; remove all personal property, furniture and trash (all Residents).
- Reminder: If you would like to prevent or at least reduce charges to your rental account, please keep in mind that it is reasonable and lawful for a landlord to charge a Resident(s) the cost of returning your unit to a similar state that you received the unit.

Office Hours and Drop Box for Check Out:

The office will be open for checkout at the following dates & times. Also, **there is a drop box located outside of the office door with instructions and the required paperwork which you may complete and deposit any time 24/7** eliminating the need to meet with our staff to Check Out.

**DUE TO THE CORONAVIRUS SITUATION WE WILL NOT BE HOLDING REGULAR OFFICE HOURS FOR CHECK OUT – HOWEVER – (YOU ARE REQUIRED) TO CHECK OUT IN THE HALLWAY OUTSIDE THE OFFICE BY FILLING OUT THE FORM PROVIDED TITLED “CONTACT INFORMATION FOR CHECK – OUT” AND PLACING THIS FORM ALONG WITH ALL OF YOUR KEYS AND PARKING TAG IN THE ENVELOPE PROVIDED, SEALING THE ENVELOPE, WRITING YOUR NAME AND UNIT INFORMATION ON THE ENVELOPE AND DROPPING IT IN THE DROP BOX. PLEASE. THANK YOU.**

Please respect the fact that **we are unable to meet you outside of these hours** and our staff is under instructions to strictly abide by these hours of expanded availability. We will *not* answer calls, texts or emails for meeting outside of these expanded hours. We understand you are busy. Students and parents alike are juggling a lot at this time of year – so PLEASE PLAN AHEAD. Thank you.

**If you will be renting from us again in the upcoming Academic Year in the same unit**, you still must follow the instructions above - Check Out (turn in keys & parking tag), empty refrigerator(s). You will Check In again at the start of the Fall Semester. You are not required to remove personal property from your unit for the summer (per the terms in your lease).

**If you will be renting from us again and you lived at (and will be living again at) 24 Wads, 20 Wads, 64 Court, 68 Court, 76 Court, 86 Court #1, 86 Court #2, 94 Court**, you still must follow the instructions above - Check Out (turn in keys & parking tag), empty refrigerator(s) and you must follow and complete the SUMMER STORAGE INSTRUCTIONS which can be found on [www.geneseorentals.com](http://www.geneseorentals.com). You will Check In again at the start of the Fall Semester.

### Security Deposits

Since all Residents leave around the same time, the processing of security deposit refunds takes time. After your unit has been inspected, a determination regarding your security deposit will be made.

*Thank you for your residency and your patronage. Best wishes in your future endeavors!*