

High Street Property Management, LLC

May 2023 End of Year Check Out Instructions

Congratulations on the completion of your academic year! Please take time to review the information below 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.

Drop Box for Check Out:

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:

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. 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. 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!