



Move Out by Mail

Resident Name: _____ Unit/Room: _____

E-mail: _____ Phone: _____

*Only the email address written above will receive the Financial Move-Out Statement. Please make sure to include accurate and legible information. Once this form is submitted, contact information cannot be altered.

I have submitted the following items via mail:

- | | |
|--|--|
| <input type="checkbox"/> Front Door Key (\$50) | <input type="checkbox"/> ____/3 Wristband(s) (\$10 each) |
| <input type="checkbox"/> Mailbox Key (\$25) | <input type="checkbox"/> Gate Hanging Tag (\$50) |

If any of the above listed items are not returned at move-out, you may expect the corresponding charges to appear on your Financial Move-Out Statement (FMO).

By signing below, I hereby affirm that I understand (i) any items not submitted in this envelope will be considered lost and charged on my Financial Move-Out Statement. (ii) Within 30-days of the lease end date, July 28, 2019, a Financial Move-Out Statement will be emailed to the email address I have provided on this form. (iii) If I have not received a Financial Move-Out Statement by August 31, 2019, I understand it is my responsibility to notify csmoveout@myaspenheights.com. (iv) Financial Move-Out Statement balances that remain unpaid after **October 31, 2019** will be turned over to a collection agency. (v) Completing my move-out prior to my lease end date, July 28, 2019, does not negate my responsibility, financial or otherwise, for the lease term on my signed lease.

Signature

Date

Please mail completed form along with keys, remote, etc. to:

Aspen Heights College Station
re: Move-Out
3055 Holleman Drive South
College Station, TX 77845

IMPORTANT: Financial Move-Out Statements will be created immediately after move-out. Items not received by July 28, 2019 will be charged to your Financial Move-Out Statement as lost, so please make sure you mail your items with plenty of time to ensure they arrive to our office **before July 28, 2019**. Due to the volume of residents moving out, we highly recommend you elect a return receipt from the mailing service (FedEx, UPS, USPS, etc.) to confirm arrival of your items in our office. We will be unable to confirm receipt over the phone or via e-mail. If you have any questions regarding the move-out process, please contact us via e-mail at csmoveout@myaspenheights.com.