

MOVE OUT FORM

This form must be turned into the office after all possessions have been removed.

Remember that this form is due by Noon on the last day of your lease.

Not in town? FAX to (352) 376-6269 after ALL roommates have moved out.

1. For all joint leases, **after all roommates have removed all possessions out of the unit**, one roommate fills out the Move Out Form below. The final account statement (aka security deposit refund) if applicable will be mailed to the address on this form. The check (if applicable) will be made out to all tenants on the lease.
2. You can fax the form to 352-376-6269. **Do not give this form to the office until ALL roommates have moved ALL possessions out of the apartment or house** if you are on a joint lease. If you are not sure if you are on a joint or individual lease, please call the office at 352-376-6223 to find out BEFORE returning the form. If you live in a dorm suite, you do not need to wait until all your roommates move out; dorm residents can return this form after completing their portion of the move out (even if roommates are still in the room).
3. No longer in town? Need to return the form and keys? Take a HIGH RESOLUTION photo of the form using your phone and attach it at full size to an email to leasinginfo@trimarkproperties.com. You must attach a **high resolution** photo at full size in order for this method to work. The keys and form are due at the office on the last day of your lease, so you may need to express mail the keys and track the delivery. After emailing the photo of the completed form, mail the original copy of the form with your keys attached to:

Trimark Properties
321 SW 13th Street
Gainesville FL, 32601

MOVE OUT FORM

Print Name: _____ Apt Complex & Unit: _____

Fwd Address: _____ Fwd Phone: _____

Check all that apply:

- I have moved out and will not be returning before the end of my lease.
- I am not attempting to sublease. If I previously requested a sublease ad, please take it down.
- My roommate(s) has also moved out.

By submitting keys and filling out the move out form, I am hereby **relinquishing possession of my unit and authorizing Trimark to immediately do a final inspection, assess damages that will be charged against the deposit, and complete all work necessary to make the unit ready for rent to a new resident.** I understand that all rental payments related to my lease agreement are still payable until the lease expiration date and that any damages will not be charged against the deposit (and the deposit will not be returned) until after the lease expiration date. I realize that unless I am given written permission to turn off utilities early, I must keep utilities on in my name through the last day of my lease. I also understand that Trimark does not have access to my GRU account, and I realize that I am responsible for scheduling turn off of GRU at the end of my lease.

Resident Signature

Date