

Post Move-Out

After you move out, The Timbers may receive rent for a portion of the month you did not reside in the apartment home (rent is paid in full-month allotments). On the 5th of the following month, The Timbers mails a check with any remaining rent from the prior month to the forwarding address provided (unpaid charges or uncollected money owed is subtracted from the remaining rent). If you have not received your check by the 15th of the following month, please contact Timbers management.

Abandonment

Any belongings left on the premises shall be considered trash and the Timbers will have no obligation to safeguard the property. A removal fee may be assessed.

Care to Share

Have any non-perishable food items you don't want to pack up or throw out? Donate any non-perishable food items to our Care to Share program with a drop boxes located in our Community Management office. All food items are donated to local food pantries within the local community.

Important Numbers

Timbers Management Office
(315) 777-8000

Harris Consulting Engineering, INC (HCE)
1 (800) 530-7373

Time Warner Cable
(315) 773-5240

To forward mail service
Black River Post Office
(315) 773-5000

Town of Leray Offices
(315) 629-4052
8650 Leray Street, Evans Mills

Town of Leray Transfer Site
(315) 629-1550
26506 US Rte 11, Leray

Notes: _____

Thank you for choosing to reside at The Timbers, a Lendlease Community. We thank you for your service, we wish you well, and hope to serve you again.



MOVE-OUT GUIDE

Expectations & Process



Move-Out Basics

We have designed a simple move-out process that reduces the stress of the experience.

Move-Out Process

- Our lease requires a written 30 day notice
- Pre-Move Out Assessment (Optional)
- Our staff will work with you to schedule a move-out date
- Final inspection

Move-Out Notice

Residents must provide at least 30 days written notice, on the form available at the community center. Residents must have a firm date scheduled with transportation as once the move-out is scheduled it may not be changed. If a service member is not able to provide the written notice to vacate, the spouse must provide a special power of attorney.



www.fortdrumtimbers.com



MOVE OUT SESSION

DATE:

TIME:



FINAL INSPECTION

DATE:

TIME:



Move-Out Cleaning Checklist

Please complete the checklist below during your move-out.

Trash

No trash is to be left inside the home.

Floors

- Linoleum / Tiled Floors should be swept and mopped removing all dirt, dust and surface contamination.
- Carpets should be vacuumed. Carpets with excessive dirt or stains must be shampooed and deodorized. Carpet should be clean and dry prior to the final move out assessment.

Walls, Ceilings & Doors

- Walls, ceilings and doors should be free of dust, dirt, cobwebs and grease / food particles.
- Remove pen, pencil, crayon or other markings from surfaces.
- Candle soot on the walls should be removed.
- Remove all tape, tacks, borders or other items that were installed during occupancy.
- Ceiling hooks may be left in place.
- In most cases, nail holes do not need to be filled. Holes larger than 1" x 1" are considered damage.
- There should be a screen in all windows.

Cabinets, Countertops, Shelves, Sinks & Faucets

All surfaces shall be clean and wiped down.

Bathrooms

Surfaces shall be clean and deodorized from dirt, soil and stains (wash basin, showers, toilets, sinks, etc.).

Appliances

- Clean to remove grease, food and dust.
- Thoroughly clean the refrigerator and freezer.
- The stove should include two racks and broiler pan.
- There should be a working light bulb in each fixture.

Garage

Please sweep out garage

Keys & Remote Controls

House keys (two sets), mailbox keys and garage opener remotes are required to be turned in at move-out. If residents have purchased additional sets of keys, they too are required to be turned in at move-out.

Mail Forwarding

Check your mailbox and work with your post office to ensure your mail is forwarded.

Final Assessment

- Prior to your final assessment, please check your mailbox and contact the post office to ensure your mail is forwarded.
- During your final assessment, a member of the Timbers staff may identify damages or cleaning items. Please have all the cabinets and doors open to speed up the process.
- Please return home and mailbox keys and garage remote controls (if applicable) and provide a forwarding address.

The Timbers will:

- Provide a list of damage or cleaning costs to residents (if applicable).
- Determine the need for additional estimates for repairs and replacements.
- Collect any money due.
- Provide a final utility statement to be paid directly to Harris Consulting Engineering, Inc. (HCE)
- Provide a termination letter for clearing Fort Drum.

Pre-Move-Out Assessment (optional)

A pre-move-out assessment is optional and offered for the convenience of the departing Solider. A member of the Timbers staff conducts the assessment to help identify potential damages or cleaning items which require corrective action prior to move-out in order to avoid damage charges.

Trash Removal & Hazardous Material Disposal

- Please remember to place all discarded items into the dumpsters.
- Cardboard boxes are to be broken down and placed in the appropriate recycling container.

Large items, such as furniture, are NOT to be placed in trash dumpsters. Contact a local thrift store to donate these items or take them to the Town of Leray Transfer Site. For more information visit <http://townofferay.org/recycling.htm>.