

### Move out procedure form – NorthPark Place at Polaris

Please follow the move out procedure process outlined below as you prepare to move out of your current apartment:

- Please follow the apartment cleaning requirements as outlined in our Standard Cleaning Check List. The Standard Cleaning Check List can be found on our web site, [614rentme.com](http://614rentme.com). Simply click on the Resident Information tab to gain access to this document.
- Return all apartment keys by leaving them on the kitchen counter.
- Please do not patch any holes in the walls as our maintenance crew will address them.
- Place your mail box key as well as your parking permit in an envelope, with your name and address written on the front of the envelope, and return it to the NorthPark Place Community Center. Once in the Community Center, please locate an Ardent Property Management representative and hand them your envelope with your mail box key and parking permit.
- Please email us, at [614rentme@gmail.com](mailto:614rentme@gmail.com), your complete forwarding address, current cell phone number, as well as your email address so we can complete the security deposit assessment process. All three of these items are required as a part of your move out procedure.