



Move Out Instructions

Move Out Instructions Thank you for your stay here at Parkway Townes. We hope your stay has been pleasant. Below are the procedures for moving out of your townhome.

1. Vacate the townhome by removing all personal property and trash.
2. Properly sweep, clean and mop the townhome floors. Wipe down any walls and baseboards that are dirty.
3. Properly wipe and clean all kitchen and bathroom cabinets.
4. Properly wipe and clean all windows, window seals and blinds.
5. Properly clean all plumbing fixtures, refrigerator, sinks, stoves, microwave, dish washer, bathtubs, commodes, washing machine and clothes dryer.
6. Fasten and lock all doors and windows
7. Please allow us to repair/patch any holes that may be in the sheetrock. You will not be charged for routine nail/screw holds.
8. Contact all utility companies to arrange to have your account stopped, BUT DON'T have your water cut off. Please see below under Water & Sewer. Be sure to provide the utility companies your new address for deposit refunds. Below are important instructions for each utility company.
 - a. Electricity - Duke Energy Progress - 1-800-452-2777 - www.duke-energy.com - Please call Duke Energy and tell them that you need them to read the meter and cancel your account.
 - b. Water & Sewer – Aqua Private Utilities - PLEASE DO NOT CALL AQUA TO HAVE THE ACCOUNT DISCONNECTED OR CUT OFF. We will have the water/sewer account transferred to our name on or before you move out of your townhome, once we know your move out date. However, you may want to contact their customer service office to discuss your new address for possible deposit refunds. 877-987-2782 – www.aquaamerica.com
 - c. Cable/Internet/Phone Spectrum - CANCEL SERVICE – The service cannot be transferred to the landlord. National toll free – 800-892-4357. Contact the US Postal Service concerning forwarding your mail. Visit <https://www.usps.com/manage/forward.htm> for more information.
10. Print & complete the Move Out Form (next page). Please follow the instructions on form. Once the form is completed, please take a good quality photo of the form and email it to info@Parkwaytownes.com. In addition, please leave entry keys and mailbox keys on the kitchen counter. There is no need to contact us to schedule a move out appointment. Failure to follow instructions will delay deposit, and this step must be completed.
11. Questions? Please call us at 919-369-1626



Move Out Form

Instructions:

1. Complete this form on the final day of your move out.
2. Leave entry keys and mailbox keys on the kitchen counter.
3. Turn off all lights.
4. During the spring and summer, please adjust air conditioner to 75. During the fall and winter, please adjust heat to 65.
5. Make sure all exterior doors and windows are locked.
6. Once the form is completed as well as the above steps, please take a good quality photo of the form and email it to info@campbellpointe.com. Failure to follow instructions will delay deposit, and this step must be completed. Call 910-817-4551 with any questions.

Date _____ Townhome Number _____ Form completed by _____

Is there any needed repairs that need to be performed? Leaking faucets? Slow drains? Broken Blinds?

How many entry keys are you returning? _____ How many mailbox keys are you returning? _____

Deposit Refund Information

Please list the names and addresses below for mailing the deposit refund. If there are two or more names below, does the deposit refund need to be split equally? Yes ___ No ___

Tenant #1 _____ Mailing Address _____ City _____
State _____ Zip Code _____ Phone Number _____
Email address _____

Tenant #2 (if applicable) _____ Mailing Address _____
City _____ State _____ Zip Code _____ Phone _____
Number _____ Email address _____

Tenant #3 (if applicable) _____ Mailing Address _____
City _____ State _____ Zip Code _____ Phone _____
Number _____ Email address _____

Internal Use Only

of Entry keys _____ # of Mailbox keys _____ Amount of Refund _____ Date Refund Mailed _____
Notes _____

