



## **MOVING IN OR MOVING OUT?**

**Do you have an agreement for a tenant who is moving out to leave things for you? If so, please read the following:**

### **PLEASE BE AWARE THAT**

- **Any agreements made between the tenant moving out/in is considered a private matter; University Village does not participate in such agreements.**
- **Due to the above, University Village cannot be held liable for any items left behind, and will not provide any reimbursement to either party.**
- **University Village cannot be held liable for any items left in a vacant unit.**

### **SUGGESTIONS FOR WHEN YOU LEAVE ITEMS IN A VACANT UNIT**

- **Small items such as kitchen utensils, dishes, etc., must be securely packed in boxes.**
- **Written notes must clearly identify the intended recipient of each item and/or box.**
- **Everything must be neatly and efficiently stored in a small area of one room.**

### **IN ADDITION TO THE ABOVE, PLEASE UNDERSTAND THAT**

- **Due to blockage by stored items, it is understood that maintenance and custodial workers may not be able to access parts of the room in which items are stored.**
- **Due to the above, it is understood by incoming tenant that his/her apartment may not be completely reconditioned by the custodial and maintenance staff.**
- **University Village will not be responsible for custodial and maintenance work that could not be carried out due to lack of access to any blocked areas in an apartment unit.**