THE ACADEMY
CAMPUSTOWN
307 E DANIEL | 501 S SIXTH | 908 S FIRST | 1008 S FOURTH

MOVE OUT *by mail*

Resident Name: _____ Unit/Room: _____

E-mail: _____ Phone: _____

Forwarding Address: _____

_____ _____
City/State Zip Code

*Only the forwarding address written above will receive the Financial Move-Out Statement. Please make sure to include accurate and legible information. Once this form is submitted contact information cannot be altered.

I HAVE SUBMITTED THE FOLLOWING ITEMS VIA MAIL:

- ☐ Door Key *($50)*
- ☐ Mailbox Key *($50)*
- ☐ Parking Tag *($50)*
- ☐ _____Fob *($50 each)*

If any of the above listed items are not returned at move-out, you may expect the corresponding charges to appear on your Financial Move-Out Statement (FMO).

By signing below, I hereby affirm that I understand (i) any items not submitted in this envelope will be considered lost and charged on my Financial Move-Out Statement. (ii) Within 30 days of the lease end date, a Financial Move-Out Statement will be sent to the e-mail address I have provided on this form. (iii) If I have not received a Financial Move-Out Statement within 30 days of my lease end date, I understand it is my responsibility to notify info@theacademyatfrisco.com. (iv) Financial Move-Out Statement balances that remain unpaid 60 days after my lease end date will be turned over to a collection agency. (v) Completing my move-out prior to my lease end date does not negate my responsibility, financial or otherwise, for the lease term on my signed lease including utility usage through the lease end date.

_____ Signature _____ Date

Please mail completed form along with keys, remote, etc. to:

708 S 6th St
Champaign, IL 61820

IMPORTANT: Financial Move-Out Statements will be created immediately after your lease-end date. Items not received by your lease end date will be charged to your Financial Move-Out Statement as lost, so please make sure you mail your items with plenty of time to ensure they arrive to our office before the lease end date. Due to the volume of residents moving out, we highly recommend you elect a return receipt from the mailing service (FedEx, UPS, USPS, etc.) to confirm arrival of your items in our office. We will be unable to confirm receipt over the phone or via e-mail. If you have any questions regarding the move-out process, please contact us via e-mail at info@thedeancampustown.