

To all tenants transferring between apartments:

Thank you for continuing to rent with Bailey Apartments. We appreciate you staying with us!

Because you are transferring from one of our apartments to another we have special instructions for you.

**You will be required to move to your new apartment on Thursday, August 9.**

You will be able to pick up keys as early as 8am on the 10<sup>th</sup>.

We need you to be completely out of your current apartment by 7pm on the 10<sup>th</sup>.

Please make arrangements to have help if you need it in advance. We can not extend these times because we have so many apartments to get ready we have to stay on a schedule.

When you are planning your time for this day figure in time to clean the apartment you are currently in. You will be charged the same as all other people moving out. If we have to go in and clean, you get charged. Please refer to the move out instructions that were left in your door.

Also, please leave the utilities on in the apartment you are currently in until the 15<sup>th</sup> so that we have power and water for cleaning. Turn on the utilities in the new apartment on starting on the 10<sup>th</sup>.

If you have any questions please let us know.

Thanks again for staying with Bailey Apartments,

Christy, Greg & Phil