

# Grosvenor Gardens Apartments

Management by V. G. Murray & Co.832-5350

For departing tenants—

Please remove all of your belongings from the apartment before you turn in your keys to V. G. Murray's office at 722 St. Marys Street. Until all keys, including the mailbox key, are returned, we cannot refund your deposit.

Kindly **clean and defrost the fridge** (do not use any tools to do that; turn the box off, let the ice melt, and then remove the water) **clean the oven, bathroom, kitchen, removedust and dirt**, and so forth. **If you choose not to do these things, we will deduct the cost from your deposit, usually between \$150-\$250.**

We do not expect you to clean windows and blinds. Please **do not fill nail holes** in the walls or make any other repairs. Simply leave the unit as you found it, clean and empty.

Remember to cancel your electric service (1-800-777-9898), have your mail forwarded ([www.usps.com](http://www.usps.com)), and cancel cable or other services.

**Please leave no furniture in the dumpster (the dumpster has to serve everyone who lives here), near the dumpster, or anywhere else on the property. We will charge you for disposal of furniture and anything else you leave behind.**

Some outfits will pick up decent used furniture. Call them to make arrangements for removal of things you don't want:

Salvation Army-----919-834-6733

Helping Hand Mission-----919-829-8048

Shelton's (used furniture shop)--- 919-833-5715

We can inspect the apartment with you after you've cleaned so that we agree on its condition and potential charges. Phone 832-5350 to arrange an inspection.

We hope you liked living in our building and appreciate the chance to provide you with comfortable shelter.

With best wishes,

Grosvenor Gardens Corp.