



MOVE-OUT INFORMATION

We appreciate your tenancy at Rego Realty Corp and would like to provide you with the necessary information to ensure a smooth transition.

Remember to check off the following:

1. Provide Proper Notice:

Ensure proper notice was provided to the management office. Notices must be in writing and confirmed by the management team. Notices can be submitted via your Resident portal under the Contact Us tab or emailed to Leasing@regocorp.com

2. Move-Out Date:

Ensure your move out date aligns with the terms of your lease agreement. Please note, all notices must be sent and delivered no later than the 1st of the month.

3. Review Account:

Review your account and ensure you have resolved any outstanding balance.

4. Cleaning and Repairs:

Please refer to the move-out procedures emailed sent by management once Notice to Vacate has been confirmed. This letter outlines our expectations for the condition of the property upon departure. This will help you ensure that all cleaning and repair obligations are met to receive your full security deposit refund.

5. Bulky Furniture:

Management is not responsible for disposing of bulky furniture items left behind in the apartment unit or around the premises, including but not limited to the sidewalk, or by the dumpster.

6. Return of Keys:

Keys must be returned on or before the move-out date. Please drop them off at our office during business hours or use the key drop box located at 15 Webster St. Hartford, CT 06114.

7. Forwarding Address:

Provide us with your forwarding address so we can send you any correspondence or your security deposit refund. You can update this information by email or on your key return receipts provided at our office if you return in person.

8. Utilities:

Be sure to contact utility providers to schedule disconnection of services in your name. This will prevent any future charges related to the property.

9. Stop Mail:

Visit your local United States Postal Service Office and request to fill out a stop mail form and request to forward any future correspondence to your next address.

10. Security Deposit Refund:

Your security deposit will be returned to you, less any applicable charges for damages or outstanding rent, within 21 after the move-out inspection is completed.

If you have any questions or concerns during this process, please do not hesitate to reach out to us. We appreciate your cooperation and wish you the best in your future endeavors.