

I'M MOVING OUT

We're sad to see you go. Please be sure you complete these steps before you leave.

Submit your contract cancellation request online.

Remove all of your personal property.

If you rented your refrigerator, empty it, leave it plugged in and running, and notify **bedloft.com** for pick-up.

Empty the trash.

Set up mail forwarding at One.IU and stop deliveries.

Turn off the lights.

Close and lock the door.

Check out at the center desk by turning in this form and returning any keys to the building you have.

PRINTED NAME