



Move-Out Tenant Information

McHugh & McHugh, LLC

Townhouse Rentals

www.mchughapartments.com

Move-Out Tenant Information

Please complete the information requested below and fax it to 312-258-5600 (ATTN: David McHugh) OR email it (via PDF) to info@mchughapartments.com.

Apartment Address:			
Name of Tenant(s):			
Telephone Numbers:	Land Line:		
	Cell #1		
	Cell #2:		
	Work #1:		
	Work #2:		
<u>Move-Out Inspection Date:</u> * *Landlord and Tenant will set mutually convenient time.			
Address to send return of the Security Deposit:			
Electricity:	For Burlington Tenants: Call Burlington Electric at (802) 658-0300. For Non-Burlington Tenants: Call Green Mount Power Corporation at: (802) 864-5731. Ask that the meter be read on the move-out day and change the account from the present tenant to the future tenant (get name from Landlord).		
Gas:	Call Vermont Gas at (802) 863-4511 to read the meter as of the last day you will be at the apartment and change the account from the present tenant to the future tenant (get name from Landlord).		
Cable Television:	Call Comcast at (888) 375-4888.		
Telephone:	Call Verizon (800) 585-4466.		
Post Office:	For Hazelwood Tenants Only: The Former Tenant must go to the Post Office (located at 218 Mallets Bay Avenue) and request a "Change of Address Form" and turn in their mailbox keys. The New Tenant must request the mailbox keys from the Post Office.		

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FOR HAZELWOOD TENANTS: NOTICE TO TENANTS: ANY LARGE ITEMS (e.g., MATTRESSES, BOX SPRINGS, SOFAS, WASHERS, DRYERS, FURNITURE, ETC.) THAT ARE LEFT BY THE DUMPSTERS COST EXTRA AND WILL BE CHARGED TO THE TENANT.