

RE: Move-out Day 2020

To our Residents and Guarantors,

Here at The Cottages on Hollywood we hope you enjoyed your living experience with us during the 2019-2020 academic school year! With that said, we are reaching out to all of our residents who are moving out as we want to take this opportunity to let you know that we are implementing some intentional efforts into our Move-out day plan that are designed with social distancing in mind. We ask that you read through the items below as they will help all of us have a smooth and safe move-out day.

- Move-out day is 7/31 by 12PM. You must turn your keys in by this date and time to avoid additional fees. If you are moving out early and wish to schedule an in-person inspection with us then please refer to the attached google doc.
- Please limit only 2 guests per resident on move-out day. This will help cut down on the overall foot traffic at the property and assist with our efforts to comply with social distancing guidelines.
- We ask that all residents and guarantors wear masks while walking through the property on move-out day and in common areas of units. We will have masks on hand if you need one.
- We encourage you not to bring a large u-haul truck on move-out day. These large trucks tend to take up more parking space on move-out day which will not comply with our social distancing efforts.
- Please refrain from bringing professional movers to the property on move-out day. If this is an absolute necessity for your move-out, then you'll need to schedule an alternative date for the movers to visit the property before 7/31 as they will not be permitted on the property on move-out day.
- In an effort to limit in-person interactions on move-out day, we will ask all of our residents that have issues or concerns to please do so digitally to minimize in person contact. Please follow the attached google doc on or after move-out day to bring these items to our attention. There will be a staff member monitoring these submissions to address them as quickly as possible.
- The Clubhouse and Leasing Office will be closed on move-out day, 7/31. Check-out will be located behind the pool house for a contact free drive through check-out. Please follow the attached diagram with how to enter to ensure traffic flow is continuous.

Prior to your move-out day you will have received all the detailed information that we transmit to help ensure you and your guarantors experience a seamless move-out. Please refer to the move-out document that has been previously sent if you have detailed questions. If you have any additional questions about the move-out process, please contact our leasing office and our team will gladly help.

Thank you for choosing to live with us at The Cottages on Hollywood, we enjoyed a great year with you and wish you all the best in your future endeavors.

Sincerely,

The Cottages Management Team