

Collegiate Village Move Out By Mail

Thank you for choosing to call CV home this year!

As the time to say goodbye approaches, we want to make your move-out process as smooth as possible. Please take a moment to review the important information in the CV Move Out 101 form. Below is information if you will not be in the area by your Lease End Date.

If you will not be in the area to move out of your apartment and turn in your keys, please follow the steps below:

- ☐ **Before leaving the area, be sure that you follow all of the steps in the CV Move Out 101 form.** Failure to do so may result in Damage Charges. We are unable to waive Damage Charges due to cleanliness issues or belongings left behind as a result of you being out of the area.
- ☐ **Mail your Keys and Forwarding Address to Collegiate Village; these must be received by 5pm on your Lease End Date.** Due to the volume of residents moving out, we highly recommend you elect a return receipt from the mailing service (FedEx, UPS, USPS, etc.) you choose to use to confirm arrival of your keys.

Keys and Forwarding Address should be sent to:

Collegiate Village
Attn: Residence Life
6 Affinity Lane
Buffalo, NY 14215

- ☐ **If you are missing an Apartment Key, Mailbox Key or White Key Card, there will be a charge for the replacement of these item(s).** Charges are indicated below:

Apartment Key: \$35.00 per lock
Mailbox Key: \$15.00
White Key Card: \$25.00

- ☐ If your keys are not received by your Lease End Date, the unit will be rekeyed at your expense.