

Steps to take when vacating a Villa or apartment from Lakeside or the Oaks

1. You must **write out a 30-day notice and deliver it to the “Resident Relations Dept.”**
2. You must go to the **post office** and report your new **forwarding address**
3. You must fill out **move out sheet** and leave the **Life Line buttons** and **house keys & mailbox key** on top of your kitchen counter the day of your move
4. You have to call **Sentrics** and tell them to **disconnect** service especially if you have added channels or phone.
5. You have to leave **Sentrics cable boxes** and **Modem**. If the boxes are taken or missing, they will be subjected to a charge.
6. Sentrics phone # is (888) 988-8210.
7. (Garden Homes Only) You must call **The City Of Mt. Dora Electric Division 352-735-7151** to cancel service.
8. You must leave the **Move Out Sheet** on your kitchen counter with keys and lifeline button
9. Also leave the **Vile of life Orange container** on the counter when vacating.
10. **And Please let me know the day you are done**
11. **My phone # 352-383-0051 Ext 294 or 387**
12. Keep in mind you do not have to clean anything. Just leave it empty (No Furniture). If there is furniture when you are finished, you are prone to a charge. Please call Goodwill or **Dan Brantley furniture removal (352) 874-7285**

**13. Mt. Dora Christian Bible Thrift Store (352) 383-0236,
Orphans Rock Thrift Shop (352) 383-1104 to pick up
unwanted Furniture.**