

## **Things to Complete Prior to Your Departure**

- 🏠 Notify HHI Direct Realty Group of your departure date from the apartment
- 🏠 Complete the Direct Deposit form to receive security deposit back (30 days after lease end date)
- 🏠 Take the Citation form to Chief at least 48 hours prior to departure to have signed and return to your HR Department or to HHI Direct Realty office
- 🏠 Dispose of all trash prior to departure in the trash dumpsters
- 🏠 Remove all food from the apartment if unit will be empty upon your departure
- 🏠 Turn your keys into the HR Department or to the HHI Direct Realty office. Please do not turn your keys in at the regime office at Hilton Head Resort as we will not receive them and you will be responsible for the lost key charge.
- 🏠 Turn your Hilton Head Resort ID card into the regime office. If the regime office is closed when you depart, please give your ID to the security guard at the gate.