

# Moving Out of The Jade, Paardevlei

Thank you for staying with us at **The Jade, Paardevlei Precinct**. This guide is designed to help you move out smoothly and to clearly explain what is required to ensure a successful inspection and deposit process. Please read carefully and keep this document for reference.

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## Before You Move Out

### Large Furniture Removals

- If you are removing any **large furniture items**, please **download, complete, and submit a Movement Control Form** to [team@aleitacademy.co.za](mailto:team@aleitacademy.co.za) at least **six weeks in advance**.
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## Departure & Key Return

- Once you are fully packed and ready to depart, please **return your key to the pre-arranged drop-off location (The Aleit Academy office or Key Box – DO NOT LEAVE KEYS AT THE JADE OFFICE OR SECURITY)**.
- The drop-off location must be arranged with **the Aleit Academy team**.

✉ Email: [team@aleitacademy.co.za](mailto:team@aleitacademy.co.za)

☎ WhatsApp: 071 426 0064

**⚠ Important:** Please ensure your **key** still has a **tag clearly displaying your unit number**.

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## Removal of Personal Items & Appliance Shutdown

Before leaving the unit, please ensure the following:

- **All personal items** have been removed from the unit.

Please note: Items left behind cannot be moved or stored by The Academy.


- **Fridge:**
  - Clean once empty
  - Switch off


- Leave the doors open
  - **Dishwasher:**
    - Clean once empty
    - Switch off
    - Leave the door open
  - **Washing machine:**
    - Clean once empty
    - Switch off
    - Leave the door open
  - **Switch off the geyser and fridge on the DV board**
  - **Empty all trash bins and remove any rubble from your apartment**
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## Maintenance Queries

Should you have any maintenance-related queries during your stay, please contact:

 **Email:** [team@aleitacademy.co.za](mailto:team@aleitacademy.co.za)

 **WhatsApp:** 079 893 9156 / 071 426 0064

 **Office hours:** 08h00–16h00