

**TENANT MOVE-OUT PROCEDURES - Please read this document completely.**

You are required to contact the Post Office and complete the necessary Change of Address form. It should be done two weeks before your move date.

We do not do walk-throughs with tenants prior to move-out. Per Sections 51 and 52 of your lease, attend to the following PRIOR to move-out:

- Floors, baseboards, windows and windowsills must be clean. Carpets must be swept and shampooed (if necessary) so there are no visible stains that may have been caused during your occupancy of the property.
- Walls must be clean and contain no nails, hangers, holes, marks or visual evidence of patching and painting. Please note patching and repainting the wall section or entire wall (if necessary) is recommended in order to avoid security deposit reductions post move-out. If you do not know how to match paint color or sheen and we end up having to repaint, you will be charged.
- Kitchen and bathroom must be clean. This includes sinks, tub, shower stalls, etc.
- If you are renting a house with front sidewalk, yard and/or backyard, weeds must be removed, grass, bushes, trimmed, etc.
- All appliances (range, refrigerator, dishwasher, washer and dryer, etc.) must be cleaned thoroughly.
- All personal belongings, garbage and debris must be removed from premises. If left out in a common area or outside, there will be a charge for removal unless it is otherwise removed by the normal trash/bulk sanitation service on the day as scheduled.
- Any items left in your premises or in a common area are considered abandoned and you will remain responsible for any and all costs associated with their removal.

*If any cleaning must occur, a minimum of \$100.00 will be charged. Any and all cleaning or repair items will be done at a cost of \$50.00 per hour plus the cost of materials. A \$50.00 fee will be charged for keys that are not returned on or before lease termination including your mailbox key if you have a locking mailbox. Any and all deductions to your security deposit shall be documented by photos of the repair/cleaning/hauling required and/or an invoice for said services.*

- If there is a balance due on your account as of the 15<sup>th</sup> of the final month of your tenancy, there will be a filing at the Magistrate to obtain a judgment against you. This will also result in other charges and legal fees as provided in your lease.
- You remain responsible for the discontinuation of your utility services. Only in situations in which tenants do not have access to their utilities, do we get involved with the discontinuation of gas and electric service.
- Until your keys are returned to us at the office, you remain in possession of your unit. Any delays associated with the return of the keys may result in "Holdover Charges" as proscribed in your lease.

**To receive your Security Deposit per Section 10 a. of your lease, you must complete the bottom section of this form and return it to our office with your keys (and parking tag/s if applicable to your unit) in an envelope at the time of move-out. Security deposits are mailed in the last week of the month following your lease end date. If there are multiple tenants in one unit, submit only one form with the name of the tenant designated to receive the security deposit.**

**Note: Your Security Deposit may not be used as rental payment for the final month of your lease. Failure to complete and return form will delay and/or eliminate the return of money on deposit.**

We appreciated having you as a tenant and if we may be of any assistance in the future, please let us know.



As noted below, I have reviewed this letter, understand my responsibilities and have provided the following information for the return of my Security Deposit and any follow-up correspondence as may be necessary:

\_\_\_\_\_  
Name (to be used as Payee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address (New)

\_\_\_\_\_  
Home Telephone # (New)