



## MOVE-OUT PROCEDURES

Dear Tenant,

We are sorry to hear you are moving out! Below is a checklist of our move-out procedures and what to do to ensure a quick and easy move-out.

- 1) You will first need to lock down your definite move-out date. As soon as you have decided on this date, please let our office know. If anything changes with your move-out plans, we need to know IMMEDIATELY.
- 2) UTILITIES MUST BE KEPT ON UNTIL THE LAST DAY OF YOUR LEASE (for example: if you're moving out in June and your lease runs out on the 30<sup>th</sup>, then the utilities must be kept on until the 30<sup>th</sup>). If the last day falls on a weekend, then the utilities must be kept on UNTIL THE MONDAY AFTER THE WEEKEND.
- 3) Especially during wintertime, if utilities are not kept on, any damages (water pipe bursts, etc) will be charged to the tenant.
- 4) Your final walkthrough will be performed on the 1<sup>st</sup> of each month (if your lease ends on the last day of the month) or the day after your lease ends by the agent. Agent will be doing final walkthrough alone, but will be documenting any damages that are not on your initial walkthrough.
- 5) To help you get your deposit back, before the final walkthrough takes place:
  - a. Check your lease to make sure you're in compliance.
  - b. Professionally shampoo carpet (with receipt).
  - c. Clean home
    - i. Carpet,
    - ii. Floors,
    - iii. baseboards,
    - iv. kitchen appliances,
    - v. inside cabinet drawers, floors,
    - vi. tub/toilet
    - vii. sinks, etc.
  - d. Make sure all keys/key fobs/garage door remotes/mailbox keys are accounted for.
  - e. If there are any paint left on premises, make sure your movers do not take that with them. They are there to touch-up the properties and fix any damages.
- 6) Once your final walkthrough has been completed, we will email you the findings of the walkthrough. If there is a deposit to be refunded, we will mail it out within 30 days to the forwarding address left with our company.

Thank you for your attention to the matters above. If you have any questions, please do not hesitate to contact us.

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