

## **We hate to see you go!**

Below is an overview for residents that are moving to help the transition go smoothly. Please do not hesitate to call our office if you have any questions regarding the process or our expectations of property condition at time of move out.

### **Mandatory Move-Out Requirements**

- Have carpets cleaned by a **professionally licensed** company and leave the receipt on the kitchen counter
- Leave garage door openers, keys, and pool keys (if applicable) on counter.
- Leave the duplex rent-ready clean
- Lock door behind you.

### **Move-Out Inspection**

If you want to be present for the move out inspection, which you are welcome to be, please let us know and we will schedule. Otherwise, we will go in after you've moved out, inspect the property using the same form used when you moved in, and determine condition.

### **Cleaning Tips**

Some of the areas that are commonly missed that can cause deductions from your deposit are the following:

- Dusty ceiling fan blades, window blinds, and HVAC Vents.
- Appliances not being cleaned to include stove drip pans and interior and oven.
- Sweeping out garage and storage room in basement.
- Interiors of cabinets and drawers left dirty.

### **Forwarding Address**

Please send your forwarding address to the office so we can ensure that your deposit refund will go to the correct location. The post office also needs to be notified of your moving date and new address.

**Security Deposit will be refunded within thirty (30) working days after your move out date.**