

Property Keys Management

Preparing To Move Out

When do we have to be out of the house?

Coordinate your move out date with Management. You are required to be completely moved out by noon the last day of your lease (i.e. noon on the 31st)—exceeding the noon deadline may result in additional charges.

Who do we need to communicate our new addresses?

1. Communicate to the post office your mail forwarding information. You'll need to complete a mail forwarding form and send to the post office.
(<http://www.usps.com/all/optionsforreceivingmail/welcome.htm>)
2. Leave forwarding address with Management so deposit checks can be mailed.

How and when do we stop utilities?

Schedule to have utilities transferred. If service will not continue through the end of the month, please let Management know.

How do we maximize our deposit to be refunded?

In order to maximize your deposit to be refunded, the house should be left in move in condition as it was provided to you.

- a. All personal belongings must be removed from the property and home. A **minimum** of \$250 will be assessed to remove any items left behind. Excessive items or trash will result in additional charges.
- b. All kitchen appliances should be clean (refrigerator, microwave, and oven).
- c. All appliances must be in working order.
- d. Clean all showers, tubs, and sinks.
- e. Counters, cabinets, and drawers wiped down.
- f. Wipe clean ceiling fans, base boards, doors, and blinds.
- g. Replace any non-functioning light bulbs.
- h. Garage should be in broom clean condition. Excessive floor stains or odor will result in a \$75 pressure washing fee.
- i. Holes in sheet rock between 1" and 4" will be assessed at \$100 each. Larger holes will be evaluated on a case by case basis. Any repairs made will have to be similar in quality and texture to existing walls.
- j. Excessive paint damage or scuffs may result in painting fees. If the walls are painted with a "flat" finish (check with Management if you are unsure) then wiping them down can actually cause more damage than if left scuffed.
- k. Damage to interior doors will start at \$150 if just the door needs to be replaced. If the door frame is also damaged, the charge is \$450.
- l. If the carpets must be steam cleaned, there is a \$120 charge for 3 rooms and \$150 for 4 rooms. Recommend Steve Picard—should be done after all furniture is removed.
- m. Replace air filter and broom-clean return air vent.
- n. Return all keys (house, mailbox, and any interior doors where knobs were changed) and garage or gate remotes—leave on the kitchen counter identified by which tenant the items belonged to. There will be charges for each lost or broken keys or remotes.
- o. Report any damages you know of to Management.

When will we get our deposit returned to us?

Communication and final deposit information will be sent to you within 30 days of your lease expiration. A forwarding address must be provided.