



YOUR MOVE OUT GUIDE



Dear Tenant,

We have received your notice to vacate your office. We want to stop and take a minute to thank you for being a tenant in one of our Lexington Park properties! Our clients tend to become like family so we hate to see you go. If there is something we could do to have you stay, please let us know, and we will try our best to make it happen! However more times than not it is just the natural part of the changes that come with business, so of course we understand. We hope you have enjoyed your space as much as we have appreciated having you! We would welcome the chance to do business with you again in the future should the opportunity presents itself.

This move out guide will provide you the information that you need to get the most from your move out and security deposit refund and how you can even put a little extra money in your pocket too! Please take a few minutes to review it.

Sincerely,
Lexington Park Properties



LEXINGTON PARK OFFICE SUITES MOVE OUT INSTRUCTIONS AND PROCEDURES

- 1 ___ Remove all your belongings and trash from the office
- 2 ___ Remove all your belongings from the the kitchen and front closet
- 3 ___ Wipe down all the furniture that will remain in the office
- 4 ___ Vacuum the carpet in the office
- 5 ___ Wipe down window sills
- 6 ___ Let us know of any repairs that need to be made on the survey below
- 7 ___ Return your keys by placing them in an envelope and mail them or by leaving them in the mail box beside our office door at 18141 W. Catawba Ave. Cornelius, NC 28031

Check here if you would like to take advantage of our mail forwarding service. \$39.00 per month for the next two months we will forward all your mail to your forwarding address.

Any repainting or repairs, cleaning, trash removal, ending your lease early or not giving 60 days notice to vacate and any other expenses associated with returning the condition of your office to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after we receive your keys and this move out form.

We only expect you to return your office suite in the same condition as when you moved in. If you have any questions, please text us at 704-655-0379. Good luck with your move!

Lexington Park Properties

18141 W. Catawba Ave. Cornelius, NC 28031 ph or text 704-655-0379 www.lexingtonparkproperties.com



FUTURE BENEFITS OF BEING A LEXINGTON PARK CLIENT

We have a saying here, “Once a member of the Lexington Park Family, always a member of the Lexington Park Family”

Even after you move out, you are still eligible to take advantage of our Free Mega shred event that we provide for our clients.

You are still invited to use our conference room. We will waive the monthly fee of \$39.00 that our virtual office members pay, you will just pay \$15.00 per hour for the time you use it. Log on to the website to reserve your time.

\$100.00 referral fee. If someone you refer to us leases an office or property, we will pay you \$100.00. They just have to be sure to tell us you sent them.

Thank you again for your business!

If we can ever be of service to you in the future, please do not hesitate to text us or call!

704-655-0379

WE HOPE TO SEE YOU DOWN THE ROAD IN ONE OF OUR GROWING LIST OF
COMMUNITIES IN NORTH CAROLINA
CHARLOTTE, MATTHEWS, CORNELIUS, DAVIDSON
HIGH POINT, SUNSET BEACH



MOVE OUT SURVEY

On a scale of 1 - 5 (1 being the least and 5 being the best) Also feel free to add comments.

Reason for Move out:

- ___ Rate your experience with your actual property: 1-5
- ___ Rate your satisfaction with our maintenance team: 1-5
- ___ Rate your satisfaction with your property manager: 1-5
- ___ How likely are you to recommend Lexington Park Properties to a friend or colleague? 1-5

Was there anything we could have done to better serve your needs?

Were the staff you interacted with friendly and responsive?

Are there any known repairs needed for your office? If so, please list.

Any additional comments or feedback?

Security deposit check should be made payable to:

Security deposit check should be mailed where?

Your Signature

Thank you again for your business and your time with this survey!