



MCC Property Management Move-Out Instructions

MCC Property Management acknowledges that your lease is expiring and that you will be moving out of property. For the move-out process to go as smoothly as possible, please read this letter.

The following is an overview of the move-out process:

1. Complete the Notice of intent to vacate form has been and schedule a move-out date. A forwarding address should have been provided at that time.
2. If you have enrolled in Auto ePayments please remember to delete the auto charge to avoid being charged after you move out.
3. The week before move-out, call our office to confirm the date of your move-out.

Moving out and returning keys on time is very important to allow us to schedule your move-out inspection, maintenance, cleaning, and potentially the move-in of a new tenant. Because of this, a fee of \$500 plus prorated rent and hold-over fees will be applied if you move-out after the scheduled move-out date.

4. Move-out Maintenance Charges: The following charges will automatically be assessed and charged against your deposit or premises maintenance fee.

a. Cleaning: Prior to your move-out date, you will need to clear the property of all trash and personal belongings. Please leave the home as clean as it was when you arrived. We recommend hiring professional cleaners to come in the day of your move-out, after your items are removed.

5. On the final move-out day, drop off ANY and ALL keys that were given you. This may include applicable mail and clubhouse keys, and garage remotes. Include a copy of a signed Key Return Receipt found below. **All keys must be returned in a zip-lock bag labeled with your full name, rental address, and move out date.** Until we receive keys and the signed Key Returned Receipt, you will continue to be charged rent as you still have possession. You will need to make sure that the property is secured and that all windows and doors are closed and locked.

6. Within 1-3 business days of receiving your keys, we will go through the home and perform our final inspection. You do not need to be present for this inspection.



Please keep in mind that once you drop off your keys you are not permitted back in the property for any reason.

You are responsible for all utilities, damages, and yard maintenance (if applicable) through your move-out date or last day of the lease term. If for any reason you choose to drop your keys off before your lease term end date, you will be responsible for any costs associated with maintaining the property through your move-out date.

To assist us in making refunds to you promptly, we ask that you review the security deposit section of the Residential Lease Agreement you signed when you moved in. This will clarify the refund procedure and explain any additional charges which you may have incurred.

If you have any questions, please do not hesitate to contact us.