



“Moving 101”

Your Legal and Practical Guide To Moving Out of Your Rental Home

ATTENTION!!!

In Order To Receive Your *FULL SECURITY DEPOSIT REFUND*,
PLEASE READ THIS ENTIRE MOVE-OUT PACKAGE CAREFULLY!!!

Following the Procedures Correctly Will Help Ensure
a Speedy and Complete Security Deposit Return!





RESIDENT MOVE-OUT REMINDERS

Dear Resident(s),

Thank you for giving us advanced notice that you are moving. Now that you are moving out, your Lease agreement requires that you leave your home in a clean and undamaged condition.

Specifically, you should:

- ◆ Cooperate with the showing of the residence for re-rental, keeping it in presentable condition.
- ◆ Begin to put out all unwanted items for trash or special pick-up. (Avoid piles of debris in front of your home on moving day. It is your responsibility to dispose of all trash.)
- ◆ Remove all food, debris, and other personal belongings.
- ◆ Clean refrigerator, dishwasher, sinks, bathtubs, showers, stovetop, oven(s), microwave, and any other appliances that belong to the property.
- ◆ Replace any burned out or missing light bulbs.
- ◆ Clean all flooring and carpeting. (The carpeting must be professionally cleaned, receipt included with key return)
- ◆ Be sure that the exterior of the property is neat and tidy and without debris. (This includes pet droppings.)
- ◆ **Upon leaving the property**, please be sure to fully secure the property by locking all windows and doors. The designated place to leave all the keys to your home, (entry keys, mailbox & pool keys, garage door & security gate remotes, etc.) is on the kitchen counter. Please return the **entry door key** that you use to lock-up the property, to our office by mail or in person with the signed **Move-Out Procedures Form**, the signed **Agreement to Vacate & Key Receipt Form**, the **Carpet Cleaning Receipt** and the **Flea Treatment Receipt**, all in the envelope provided.

CLEAN-UP AND LARGE ITEM REMOVAL REMINDER

As you begin the process of packing your belongings, please use this time before vacating to discard any of your personal property that you will not be taking with you. Large items may require special arrangements for their removal, such as scheduling "Special Pick-up" from the waste disposal company, etc. Please keep in mind that these arrangements need to be made as soon as possible to avoid leaving the premises with accumulations of materials and debris.

In the event that you vacate, abandoning personal property, debris or trash anywhere on the premises or in front of the property at the curb or left in the trash containers, you will be held responsible for the cost of removal for those materials. It is our intention, (and we know it is yours too) to have a clean, livable rental property both inside and outside, to present to the new tenants on their move-in day.

Please contact the rental office today to set a date and time for your "Pre-Move Out Inspection". It is your responsibility to schedule the Pre-Move-Out Inspection. You must schedule this inspection a minimum of two weeks prior to your move-out date. The purpose of this "Pre-Move Out Inspection" is to identify any issues that may cause you (the resident) to receive less than 100% of your Security Deposit funds, and to give you sufficient time to correct those issues before you move out. This inspection should be completed as soon as possible so as to give you plenty of time to complete any necessary repairs/cleaning. Please contact the rental office today to schedule this inspection. Pre-Move-Out Inspections are performed between 9:00am-4:00pm Monday through Friday. No inspections will be completed on weekends or holidays. The inspection takes from 30 minutes to 1 hour, depending on the size and condition of the house.

After you have vacated the property and have returned the keys and remotes, the property will be inspected again and re-video taped for compliance with your Lease Agreement. The expense of cleaning, painting or repairing any damage, if any, will be charged against your security deposit. You will be notified of any charges. We have every intension of returning all of your security deposit as long as you have fulfilled your agreement with us.

Remember, all utilities are to be left on for three days after your lease term expires.

We know how difficult it can be to be moving, so please accept our best wishes and thanks for all your cooperation.

Sincerely,

Dale Whitright
New Start Home Rentals



MOVE-OUT PROCEDURES

1. **CLEANING:** Have the property cleaned throughout the interior and the exterior. This includes: windows inside and out, window sills and door casings, window blinds, cabinets, drawers and shelves, appliances, sinks, toilets, bath tubs, showers, vanities, light fixtures, fireplaces, removal of cobwebs inside and out, vinyl, tile and wood floors, etc.
2. **LEAVING A PROPERTY DIRTY IS NOT CONSIDERED NORMAL WEAR AND TEAR.** The rental property, both interior and exterior, must be restored to "Move-In Condition".
3. **CARPET CLEANING:** You are responsible for professional carpet cleaning after vacating the premises. A professional carpet cleaning service must be used. Only professional steam cleaning is acceptable. Please call our office for a recommended carpet cleaner. If you hire another carpet cleaner, **BE SURE** the carpet cleaner will guarantee their work to our satisfaction. You must produce a receipt for the carpet cleaning. **RESIDENTS PLEASE NOTE: OUR COMPANY WILL NOT REIMBURSE FOR ANY CARPET CLEANING CONTRACTED FOR BY RESIDENT.**
4. **LIGHT BULBS, A/C FILTERS, SMOKE DETECTOR BATTERIES, DOOR STOPS:** Be sure that all of these items are in place, clean, and in good working condition. The correct style of light bulbs must be in place, clean and in good working condition.
5. **PEST CONTROL:** If the property is found to have an excess of ants, fleas, roaches, spiders, cobwebs, etc, you will be responsible for professional extermination upon move-out.
6. **LANDSCAPE:** The outside area is to be neatly mowed, trimmed, pruned, watered, and in green, healthy condition. All trash debris and grease to be removed. Any animal droppings are to be picked up and removed whether you have an animal or not.
7. **TRASH:** You are to arrange to have all trash hauled away. Upon vacating the rental property, all trash cans must be left empty and stored behind the gate on the side of the property. **IF TRASH AND/OR TRASH CANS ARE LEFT AT THE CURB, YOU WILL BE CHARGED FOR DISPOSING OF THE TRASH AND SECURING THE TRASHCANS BEHIND THE GATE.**
8. **PAINTING:** We request that you do not spackle, putty, or touch up paint unless you are sure the paint will match. **IF YOU PAINT AND IT DOES NOT MATCH, YOU WILL BE CHARGED FOR PAINTING.** The entire wall will have to be painted. If you spackle and the texture does not match, the wall will have to be repaired.

I(We) the undersigned understand and acknowledge the receipt of these Move-Out Procedures.

Resident

Co-Resident

Co-Resident

Co-Resident

Return this form when you return the entry door key.



AGREEMENT TO VACATE & KEY RECEIPT

Date: _____

Re: _____

Tenant(s): _____

We have vacated our residence referenced above. This key receipt is our acknowledgement that we have returned the keys and remote controls for this property and therefore have surrendered our possession of the premises. The keys and remotes have been left on the kitchen counter as directed. Along with this notice, we are returning one entry door key that we used to lock the door as we vacated the property. We understand we shall no longer have access to our former residence at the address stated above.

We agree that any abandoned property that is left behind after the above date may be disposed of by New Start Home Rentals without notice and we agree to hold New Start Home Rentals, the owners of the premises and any agents or employees harmless for such abandoned property.

We agree that this document and our vacating shall have no effect upon any financial obligations, forfeitures, security deposit forfeitures, early termination clauses etc. under the Lease or California law unless otherwise agreed to in writing by New Start Home Rentals.

Our forwarding address is: _____

Number Of Entry Keys Returned: _____ Number Of Mail Keys Returned: _____

Number Of Garage Door Remotes Returned: _____ Number Of Pool Keys Returned: _____

Number Of Clubhouse Keys Returned: _____ Number Of Security Gate Remotes Returned: _____

Printed Name Resident Signature Date

Printed Name Resident Signature Date

Printed Name Resident Signature Date

Printed Name Resident Signature Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW

Keys/Openers Received By: _____ Date: _____

Number Entry Keys Returned: _____ Number Mail Keys Returned: _____ Number Garage Remotes Returned: _____

Number Pool Keys Returned: _____ Number Clubhouse Keys Returned: _____ Number Security Gate Remotes Returned: _____

Carpet Cleaning Receipt Included: Yes No Flea Treatment Receipt Included: Yes No

Return this form when you return the entry door key.