

Southern Homes ● 300 W. Madison Ave., Athens, TN 37303 ● Office: (423) 744-3515

**MOVE OUT INSTRUCTIONS**

Thank you for choosing to do business with Southern Homes. It was a pleasure to serve you while you have leased through our office. We hope that we served your needs well. We are sending out this letter in confirmation of your departure from this property. There are just a few things we want to remind you of before you are completely out at the end of this time. Please take a moment to read this letter and call our office if you have any questions.

**Please provide at least a 30 days’ notice** which is required in your lease. Most people do have it set up where you are due to be out by the end of the month.

**These are a few reminders that we thought might help.**

1. Please make sure that you are completely out and the home is completely ready and the keys are turned back in by before 5 pm on the last day. If you are moving out at the end of the month, you have until 5 pm on that day, not the 1st.
2. We also need to make sure that you have moved out and the home is completely cleaned out, cleaned up, all items removed and your change of address is completed and that you are totally finished with your move by that time.
3. We need you to please start your change of address at least 1 week prior to moving out to prevent future mail received for you at the current address. Once you have moved, you do not need to come back to the home for anything, even to check the mail.
4. You must surrender all of your keys to the home or you will be charged for rekeying the property. We do change the locks / hardware out before and after each person but we recycle the hardware between 150+ properties over a several years time. So, if you do not turn in your keys, then we have to pay a locksmith to rekey that hardware and you can be charged for that unnecessary bill.
5. PLEASE clean the home, floors, closets, and appliances; take out the trash and return the property to us in the same condition you got it in or better! If you have torn the yard up in any way, fix it.
6. Remember, any work we have to do to restore the home prolongs us being able to return your security deposit. Everything we have to do to the home will come out of your deposit and we cannot finish processing the security deposits without everything finished and billed. We don’t want the paperwork, hassle or wear and tear on the home, so we hope and pray you comply with this so that we can give you every penny of the deposits back.
7. Please remember that we have to conduct a walk through inspection and photograph the home etc… You do not have to be there. But we cannot do it, until you have relinquished your keys. For every day that we don’t have access to the home, it prolongs your deposit but if you go past your time, you will be charged prorated rent! If you move out on the last day, it will take longer for us to process because it is our busiest time. We have people moving out and people moving in and leases being signed.
8. If you have promised to be out on before the 1st, there could be and most likely there is someone waiting to get moved in right behind you. We have had people not be able to get moved in because the last renter would not get out and they lost money and we lost money. It is imperative that you communicate with us and not procrastinate in the moving process. Once we begin to prepare for your departure it needs ready on time for the next tenant.
9. Any trash that does not fit into one trash can needs to be hauled off and not left for us to remove. Trash cannot be piled up next to the house, garage or other trash cans. Your trash can assigned to the house must be left there unless you personally own it. If you fill it up, then you must place it at the curb or where your normal trash is picked up from. The city will not remove trash outside that 1 trash can.
10. PLEASE make sure you take all of the food out of your refrigerator and freezer and clean it!
11. Please notify our offices when you turn off your utilities.
12. Please cancel your auto rent payment set up in Buildium if you have signed up for that.
13. Again, we cannot stress enough that we need to be in communication with you and need to know when you are out, when we can start showing and when you are returning the keys. We have a lot to schedule around your move.
14. Please give us at the least 2 weeks if not 3 before asking for your security deposit to be returned. We have to have ample time to conduct walk through and process the file. Again, if it is not vacated until the last day, it does slow the process down due to work load. We legally have up to 30 days to release it. If there is any work to be done, we cannot release it until all is completed and billed. We do have up to 30 days from that time. Our goal is to refund your entire deposit and close the file as quickly as possible.
15. **PLEASE do not take anything that does not belong to you. If you installed anything, such as shower heads, light fixtures, blinds, faucets and or light bulbs, please leave those!**
16. DO NOT leave the home open and unlocked, windows open or in any other vulnerable position for any reason! Please secure the home in your absence and notify us when it’s been vacant.

*\*\*Please note that until we have completed everything on our end with processing your move out, you may still receive notices from Buildium as if you were still a current tenant. If you still receive those after 30 days after you have moved out, please notify our office.*

**Thank you! We do appreciate the time that you have had with us and bless you as you go!**

**THIS ORIGINAL LEASE AGREEMENT with the current tenant(s) living at:**

Current Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduled Move Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Broker & The Property Management Team at Southern Homes***

If you have any questions, call our office at (423) 744-3515 or e-mail us at: TheSouthernHomes@gmail.com

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