



Move-out Reminders

You are required to provide written notice 2-full calendar months, plus a day, before vacating. The following are some, (but not necessarily all) move-out procedures and reminders:

- Per your rental agreement, you must **allow reasonable access for showings & have the unit in clean, showable condition** during the notice period. We will notify you at least 1 day beforehand of any showings of your residence. Make sure that we have your current phone number and/or email on file to contact you. We usually do showings between 9am-5pm Monday-Friday.
- **Drop off your keys, garage door openers (if applicable), carpet cleaning receipt, and forwarding address at our office.** If is after hours or over the weekend, these items can be put in our drop box on the outside of the building (please be sure to label them). You must vacate your residence by noon on the last day of the month.
- Rent must be paid for the entire last month of occupancy (unless agreed upon otherwise). Your security deposit does not go towards rent.
- You are required to keep utilities (that you are responsible for per your lease) in your name until the last day of the month. Also, if you are required to take care of the lawn/snow removal, you are responsible for them until the last day of the month.
- You are required to have the **carpets professionally cleaned** prior to vacating and must provide us with a copy of your receipt. This requirement is included in your rental agreement (unless notified otherwise).
- When cleaning your residence, please review the following, as stated in your rental agreement (the better and deeper you clean, the less we must deduct from your deposit for cleaning, minimum cleaning charge is \$50):
 - Resident(s) agree(s) to leave the rental unit in good, clean, and RENTABLE condition, including, but not limited to, clean all appliances, clean bathroom(s), clean all interior walls, windows, window sills & woodwork, light fixtures, ceiling fans, cupboards and floors, remove all Resident(s) personal property, garbage and debris. (page 1)
 - Entire rental unit including range, exhaust fan, refrigerator, bathroom(s), closets, and cabinets are clean. All carpets shall be professionally cleaned, and all floors cleaned. (security deposit agreement)
- All debris, rubbish and discards shall be properly disposed of offsite at resident(s) expense. **Household trash only shall be allowed on site.** Do not leave furniture, mattresses, electronics, etc. by the trash containers or in your residence. If you do leave items, the cost to properly dispose of these items will be deducted from your deposit (minimum charge of \$125).

Please contact us with any questions. 507-289-4505 REDirectory1@yahoo.com