

## **MOVE-OUT PROCEDURES FOR OBTAINING SECURITY DEPOSIT REFUND**

**(1) THIRTY (30) DAYS PRIOR TO THE EXPIRATION OF THE LEASE, A WRITTEN NOTICE TO VACATE IS REQUIRED, INCLUDING A FORWARDING ADDRESS.**

**(2) UPON MOVE-OUT:**

**APARTMENT TO BE CLEANED**

**ALL HARD SURFACE FLOORS ARE TO BE BROOM SWEEPED AND WET MOPPED.**

**CARPETS ARE TO BE PROFESSIONALLY STEAM CLEANED. WHERE PETS WERE ALLOWED, RESIDENT WILL ALSO ADD HAVE DE-FLEAING.**

**If tenants pay for the carpets to be professionally steam cleaned, you must submit an paid invoice for verification.**

**YARD/PATIO TO BE CLEANED**

**ALL LIGHTBULBS IN WORKING ORDER**

**(3) RESIDENT IS TO TURN IN ALL KEYS (BOTH HOME AND MAILBOX) ON THE LAST DAY OF OCCUPANCY OR RENT WILL BE DUE FOR EACH DAY UNTIL THE KEYS ARE TURNED IN.**

**(4) ELECTRICITY AND WATER MUST REMAIN ON FOR FIVE (5) WORKING DAYS AFTER THE KEYS ARE TURNED IN FOR A FINAL INSPECTION TO BE MADE. SHOULD THE UTILITIES BE DISCONNECTED PRIOR TO INSPECTION, THE TEMPORARY CONNECT FEE WILL BE DEDUCTED FROM THE SECURITY DEPOSIT.**

**PLEASE CALL OUR OFFICE, 907-3365, IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE REQUIRED MOVE-OUT PROCEDURES AND IF YOU WANT TO BE PRESENT AT FINAL INSPECTION.**