

REMINDER FOR TENANTS LEAVING- CONCLUSION OF TENANCY

As the end of your lease approaches, this is a helpful list of items to address before moving out. As required in the lease, please make sure the last month's rent is paid on time to allow for a speedy lease closing and security deposit refund. (The security deposit is not rent and may not be used as last month's rent, as stated in lease).

1. Notify any utilities you are paying of your lease end date to terminate service.
2. Notify property manager of the date you are moving out as soon as you have a target date. A final walkthrough appointment should be scheduled for when entire apartment is *completely* vacated and cleaned and before the lease end to go over anything that could affect the security deposit such as damages, missing furnishings, balances due for dish purchases, electric usage exceeding cap, parking fees, late rent fees and lease charges.
3. Please properly dispose of all garbage properly in cans and place curbside when vacating apartment. Charges may be applied if items are left behind in apartment without prior approval of landlord. All items furnished in the apartment should be left, including kitchen accessories, remote controls, etc. NOTE: Bulky items such as furniture that do not fit in trash barrels or are not accepted in trash must be removed from property unless other arrangements are made or charges will be applied to remove them.
4. Thoroughly clean apartment: ALL ITEMS on all walls should be removed (tacks, nails, etc), and any damages larger than a nail hole must be fixed with joint compound. Bathroom sink, toilet, and shower should be scrubbed and cleaned free of any residues as it was furnished. Kitchen sink, counters and appliances should be cleaned of all residues. Oven tops, grates and insides should be cleaned removing all food residues, and refrigerator insides and outsides as well. All drawers and shelves in kitchen and bathroom should be fully emptied and cleaned. Both bath, upper and lower kitchen cabinet fronts should be scrubbed clean so there are no soil/food/dirt marks. Lysol wipes and magic erasers are strongly recommended for the fastest and best cleaning. Significant marks on all walls should be scrubbed and holes/dents repaired. Marks on leather furniture should be cleaned with a Lexol leather conditioner. Lastly, floors should be vacuumed and cleaned with a floor cleaner so that there are no new visible stains.
5. Leave ALL apartment keys on kitchen table AND bedroom keys in doors before you leave and lock exterior door, to avoid charges for new keys and/or locks.
6. Security deposits: After apartment has been inspected deposits will be processed and refunded, less any damages found. Security deposits will be mailed within 30 days to the addresses that were supplied when leases were signed, unless other arrangements are made.

Thanks for your cooperation!