

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 may not be used as last month's rent, as stated in lease).

1. Notify PSNH(electric company) and any other utilities you are paying for that you are terminating service effective the day after your lease ends. For example, if your lease runs until May 30th, ask for a final meter reading on May 31st.
2. Notify landlord of the date you are moving out as soon as you have a target date. The apartment will be inspected as soon as possible after it is *completely* vacated and cleaned. Request a walkthrough appointment asap if there is anything you need to point out to landlord that you are concerned may affect your security deposit.
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 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 small 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 all appliances should be cleaned of all residues as furnished. Stove tops and insides should be cleaned without any 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 cabinets should be scrubbed clean so that there are no soil/food/dirt marks. Significant marks on all walls should be scrubbed and holes/dents repaired. All leather furniture should be cleaned with a leather conditioner as furnished. Lastly, carpets should be vacuumed and then cleaned with a carpet-cleaner so that there are NO new visible marks, all marble or tile floors should be mopped with a floor cleaner.
5. Mail or place all apartment and bedroom keys on kitchen table 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. For tenants staying, rollovers from a prior year's security deposit are not allowed.

Thanks for your cooperation!