



## **General Move-out Information**

### **When providing a Notice to Vacate**

#### **Residents on a month to month tenancy**

Resident(s) agree that to terminate tenancy, after the minimum term as specified in the rental agreement, **twenty (20) days written notice** must be given to the Owner **prior** to the end of a monthly term. Example: Notice given on the 10<sup>th</sup> day of a current month would bind tenancy until the last day of the month that notice was given, however, if notice was given on the 15<sup>th</sup> day of current month, the tenancy would continue until the last day, not the 5<sup>th</sup> day, of the following month.

#### **Residents on a fixed lease term (Lease to Own!<sup>tm</sup>)**

Residents shall notify the Owner in writing thirty (30) days prior to the expiration date of their Lease, or any extensions thereof, of their intent to vacate the property.

### **The Move-out process**

#### **Move-out Inspection**

A representative from our office is generally available Monday through Friday, 9:30 am to 3:30 pm, excluding holidays, to conduct a move-out inspection. Prior to your move out inspection, all personal items must be removed from the premises, including but not limited to, items throughout the home, in the garage, outdoor items and any trash. **We will not conduct a move-out inspection if there are any remaining personal items to be removed from the premises, or if the Resident is intending on conducting additional cleaning.** If you need to re-schedule your move-out inspection for any reason, it must be done at least 24 hours in advance. A Resident that is not prepared for a move-out inspection and fails to cancel the inspection at least 24 hours in advance shall be charged a \$40 cancellation fee.

#### **Keys and Remotes**

At the move-out inspection, please provide all of the keys and/or remote controls for the premises. These would include, as applicable, all home keys, mail box keys, garage door opener remotes and security gate remotes. Also, per the vacating and cleaning instructions, provide a receipt from a professional carpet cleaning company showing the carpets have been professionally cleaned.

#### **Cleaning and Utility Bills**

Any cleaning or repairs required that are the Residents responsibility pursuant to the rental agreement, will be completed at a rate of \$40.00 per hour, with a ¼ hour minimum per task, plus any costs incurred. Any third party subcontractor work that has to be performed will be billed to the resident. Any unpaid utility bills that require payment from the landlord will be assessed a \$40.00 service charge in addition to the amount owed to the utility..