



INSTRUCTIONS WHEN VACATING A PROPERTY

If you are planning to move, in order to retain good credit standing and ensure the maximum security deposit refund the following are required:

- 1) Proper 30 days WRITTEN notice to vacate PRIOR TO THE END OF THE MONTH. This means notice should be given by the 1st or 2nd of the month (more notice can be given but 30 days is required). We will attempt to pre-lease your unit to avoid down time for owner.
- 2) Review your Rental Agreement, House Rules, and any addendums. These specify your obligations and what we will use to terminate your lease.
- 3) All balances (including rent and utility charges) must be current prior to vacating. If you have pre-paid any of your last month's rent, you will be credited that amount from your security deposit at move-out provided that your account is current and all other terms of your rental agreement have been met.
- 4) Your unit must be left clean and with no damages except as noted on your check-in sheet. All trash and personal belongings must be removed. Enclosed is a checklist to aid you in the final cleaning.
- 5) Rent is charged through your notice date AND until all keys are returned to Assurance Property Management, Inc. It is best to bring keys by during business hours. Make sure they are labeled if they are dropped off in our mail slot in the door after hours. Unlabeled keys that we cannot identify can cost you money.
- 6) Make sure that all carpets have been vacuumed. Carpet cleaning will be arranged by us and deducted from your deposit.
- 7) We may be showing your unit to prospective residents. We will try to notify you of any showing appointments. Make sure we have your current phone numbers. We will need to make arrangements with you or our employees will accompany any rental prospects and will use our pass key if you are not home.
- 8) Make sure we have your forwarding address for your Security Deposit Accounting. Please allow up to 30 days after we receive your keys for your Security Deposit Accounting refund to be sent, OR 15 days after we receive your forwarding address, whichever is later. We cannot disburse Security Deposit funds without a forwarding address. The accounting period can take longer if there are any damages.
- 9) Call the office at 263-9900 if you have any questions.

CLEANING REQUIREMENTS

- **TRASH:** All personal items and trash removed from the premises.
- **STOVE:** Clean oven, oven racks, burners, under drip pans, drip pans, drawer, hood, sides and floor underneath.
(* DO NOT get oven cleaner on elements or colored enamel surfaces!)
- **REFRIGERATOR:** Defrosted (do not use sharp objects), cleaned inside and out (ammonia works best). Also clean floor underneath.
- **FLOORS:** Scrubbed and rinsed. Vacuum carpets and rugs, (we will arrange for carpet cleaning).
- **FIXTURES:** Scum and deposits removed from sinks, faucets, tubs, showers, and countertops. **DO NOT use abrasive powdered cleansers on fiberglass! Clean any shower doors and/or curtains.
- **WOODWORK:** Cupboards washed inside and out, and oiled (doors etc.)
- **WALLS:** Wash all walls including baseboards and window sills. Food and grease splatters must be cleaned.
- **WINDOWS:** Wash all windows inside and out which are reachable.
- **LIGHT FIXTURES:** All bulbs working, covers cleaned & replaced.
- **TOILET:** Cleaned inside and out, including around base.
- **CLOSETS & SHELVES:** Cleaned, including bath vanity & mirror.
- **GARAGE, CARPORTS STORAGE AREAS & WALKWAYS:** Swept and clean.
- **YARD** (if applicable): Mowed, trimmed, weeded and raked. All trash and debris hauled away and garbage cans emptied.
- **OTHER: NOTE:** Certain types of cleaners can cause damage. If there is a question contact the office for information on what works best.