



1. Your lease will end at 12:00 PM (noon). Please ensure that all belongings are removed, the unit is fully cleaned, and keys are returned by this time. A \$200 per hour holdover charge will apply if the unit is not vacated by the date and time above.

2. Please return the following items to our office:

- All keys and copies made
- Garage door openers (if applicable)
- Parking permits (if applicable)
- Your forwarding address for the security deposit return

If we do not receive a forwarding address, or if you don't provide your direct deposit information on your portal, the damage deposit or any billing must legally be sent to your last known address (the rental property you are moving out of).

- During business hours: Bring items inside to the front desk.
- After hours: Place all items in an envelope labeled with your name and the property address and drop it in the drop box outside our front door. If the envelope is not labeled, we will have no way of knowing whose keys were returned and may assume they were not turned in, which could result in additional charges.

3. Remove all personal belongings. The unit must be completely empty at move-out. Please remove everything, including items such as hangers, cleaning supplies, and trash.

4. The unit should be cleaned top to bottom and left in rent-ready condition for the next tenant. A detailed cleaning checklist will be emailed to you this month.

5. If any utilities are in your name, please schedule them to end on your lease end date. Even if you move out early, utilities remain your responsibility until the lease end date. There is a \$50 fee if utilities are removed from your name before the lease ends.

6. The security deposit is not applied to the last month's rent. It is held for potential damages, cleaning, or any unpaid fees or outstanding balances. Failure to pay the final month's rent is considered a breach of contract and may result in legal or collection action, including court costs and attorney fees.

7. After move-out, we will complete a full inspection of the property, including taking photos, similar to the process done before move-in. If charges exceed the deposit

amount, a bill will be issued. Unpaid balances may be sent to collections or pursued through court. Your deposit refund or bill will be mailed within 21 days after your lease end date.

8. If you would like to request an optional move-out inspection, please contact us within 5 days prior to your lease end date. If you have any questions about the move-out process, please don't hesitate to reach out. Thank you for your cooperation!

Thank you,
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