

MOVE OUT INSTRUCTIONS

(Rev0924)

WATER & ELECTRICITY MUST BE LEFT ON FOR INSPECTION!!

The following requirements **MUST** be fulfilled:

1. Written notice has been received by propmanager@landlordpm.com or through tenant portal.
2. A forwarding address has been **submitted in writing** to propmanager@landlordpm.com or through tenant portal..
3. All keys, remotes-(*garage and/or gate*), pool key(s)/card(s) (if applicable) **must be left inside the property** on the kitchen counter, you will be charged daily until returned.

Make sure keyless deadbolts are not engaged!!

4. The **full term** of the lease agreement has been completed. If for some reason the lease is not to be fulfilled, a reletting fee equivalent to ONE MONTH'S RENT is due and the resident(s) is/are still responsible for rent, utilities, lawn maintenance, etc per the lease agreement through the expiration date or until the property has been rented again.

AN INSPECTION OF THE HOME WILL BE MADE ONLY AFTER THE RESIDENT(S) HAS/HAVE COMPLETELY MOVED OUT.

Management Company will have carpets professionally cleaned upon move-out as per lease agreement and deducted from tenant(s) security deposit.

ALL TRASH from the home (inside & out) must be removed from the property. Trash bins are power washed before move-in. Residents are required to clean bins upon move out or a \$75.00 charge will be posted. The home must be left clean or a **cleaning fee** will be charged. **NO exceptions!** Please utilize the attached checklist to ensure items are not missed.

SECURITY DEPOSITS WILL BE MAILED TO THE FORWARDING ADDRESS GIVEN TO LPM WITHIN THIRTY (30) DAYS AFTER LEASE TERMINATION.

QUESTIONS CONCERNING DEDUCTIONS OR REFUNDS MUST BE SUBMITTED IN WRITING.

PHONE CALLS WILL NOT BE ACCEPTED.

(Resident)

(Resident)

(Resident)

(Resident)