



TENANT MOVE OUT PROCEDURES

TENANTS NOTICE TO VACATE: Your lease agreement requires you to provide 24 Doors Property Management with a **written notice to vacate**. Please complete the “Tenants Notice to Vacate” form and return to our office as soon as possible.

PLEASE NOTE that the Property Code does not allow you to apply any portion of your security deposit toward payment of your last month’s rent. It also does not obligate the Landlord to account for your security deposit until you surrender the property (by providing all keys and entry devices to our office) and providing written statement of your forwarding address.

YOU WILL NEED TO PERFORM THE FOLLOWING STEPS TO PROPERLY COMPLETE YOUR MOVE OUT:

- 1. UTILITIES:** 24 Doors Property Management will set all the utilities up in our name on the day of your move out. If you discontinue the utilities prior to the move out date you have provided to us, you will be liable for all the reconnection charges and damages to the property as a result of not having the all the utilities on.
- 2. PERSONAL ITEMS AND TRASH:** Remove all personal items from the interior and exterior of the property – including items in the garage, attic, and storage structures. This includes all trash. You will need to make arrangements to have all trash removed prior to move out. You will be charged for the removal of any items that remain after your move out date.
- 3. CLEANING:** Clean the property thoroughly prior to move out and make sure all the carpets are professionally cleaned. Follow the “Property Cleaning Requirements” form attached to reduce cleaning charges and maximize any deposit refund.
- 4. KEYS AND REMOTES:** Deliver all house, guest house, mailbox, storage facility, gate, and garage keys along with all gate remotes, garage remotes, fobs, and parking passes **TO OUR OFFICE with your address on the envelope or bag**. Your rent continues until we receive all the above items you were issued. When leaving the property for the last time, **DO NOT LOCK THE KEYLESS DEADBOLTS**.
- 5. PROPERTY ACCESS AFTER MOVE OUT:** You are not permitted to access the property after the move out date without being accompanied by one of our staff. If you have forgotten something, contact your property manager.
- 6. SECURITY DEPOSIT REFUND:** Your security deposit refund less any repairs and/or cleaning charges will be sent to your forwarding address within 30 days after receipt of your keys, remotes, and forwarding address.