



RESIDENTIAL • INVESTMENTS • PROPERTY MANAGEMENT

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MOVE-OUT EXPECTATIONS

To aid you with the transition as you move-out of your home, we have prepared the following guidelines. By complying with these requirements, you will increase the likelihood of receiving a full refund of your security deposit.

A. Lease Term, Move-Out Notice and Rent Payment

Your lease must be completed, a 30-day written notice provided on or before the first day of the month you will be leaving, and rent paid for your final month of occupancy.

It is best to pay your rent at the time the notice is given. When you submit notice for any time other than the end of the month, we only accept it when you pay prorated rent at the time of notice. Neglecting to pay the rent will only result in late fees and services charges accumulating. Please **do not** put yourself in this position and remember: **the Security Deposit is not intended to be used as your last month's rent.**

B. Security Deposit Reconciliation

Three conditions must be met before we begin the process to reconcile the Security Deposit:

1. You must complete your lease and give proper notice.
2. You must return all property keys to the Landlord. You are responsible for rent until you return the keys.
3. You must request the deposit. You need to give us a forwarding address so we know where to send the balance.

By law, we have 14 business days to process the deposit. The steps include:

1. Inspecting the home after you move out to document the condition. If you want to be present at the move-out inspection, you must notify us in writing.
2. Comparing previous reports, repair invoices, and your Move-In Condition & Inventory Form.
3. Deducting costs for any damages you caused or any bills you left unpaid.
4. Mailing funds with a written explanation of any deductions to your forwarding address.

C. Property Condition

By adequately preparing the property, you can significantly increase the amount of your deposit that will be returned. On the following page is a checklist to assist you. Keep in mind that charges are made to tenant-caused problems, not normal wear and tear.

Please feel free to contact us if you have any questions about your responsibilities. We will be happy to help you. We want you to have your Security Deposit refunded in FULL!

PROPERTY PREPARATION CHECKLIST

EXTERIOR	DONE
Trim lawn & shrubbery. Replace any dead plants/trees. Pull the weeds Front and Back yards.	
Fill holes made by pets	
Clean-up & remove all thrash, debris, pet feces, & hazardous waste (i.e. tires, batteries, oil)	
Replace broken fence slats & repair gates that you damaged	
Hose off siding, walkways, patio, garage/carport & driveway	
Clean windows, doors, & screens	
INTERIOR/GENERAL	
Carpet to be professionally cleaned/shampooed	
Clean windows & door glass	
Clean window coverings – if you damaged them, replace with comparable quality	
Clean bug screens/sunscreens	
Wash dirty walls, baseboards, doors, jambs, & window sills	
Repair any large drywall holes and/or spackle nail holes and paint.	
Clean ceiling fans & light fixtures	
Replace any burnt out light bulbs (60 watt maximum)	
Replace batteries on all smoke detectors	
Replace air filters & clean air vents This is a must.	
Sweep & mop vinyl or tile floors.	
Remove cobwebs	
Remove all personal possessions	
KITCHEN	
Remove all personal possessions	
Clean cabinets and drawers in & out – Make sure to remove all food crumbs from shelves	
Clean countertops	
Clean sink & faucet	
Clean oven & vent hood in & out	
Replace drip pans	
Clean refrigerator in & out	
Clean dishwasher in & out	
Sweep and mop vinyl or tile floors	
BATHROOMS	
Remove all personal possessions	
Clean shower/tub, doors, & tracks	
Clean toilet & seat	
Clean medicine cabinet in & out	
Clean mirrors	
Clean soap dish, towel bar, & toilet paper holder	
Clean cabinets and drawers in & out	
Clean sink & faucet	
Clean countertops	
Clean exhaust fan cover	
Sweep & mop vinyl or tile floor	

Report any leaking or clogged plumbing fixtures, broken electrical outlets or appliances, problems with heating and cooling, or other damages to the home. We understand that sometimes accidents happen and that there may be damage to the home that you caused. Please **DO NOT** attempt to make repairs that are beyond your capability. Inadequate or improper repairs could cost you more than having a qualified service technician dispatched. Just let us know so we can take care of it and make the appropriate deduction from your deposit. Thank you.