

MOVE-OUT REMINDER:

As your Lease is soon to end and you're getting ready to move out, your Lease/Addendum agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning all of your security deposit as long as you have fulfilled your agreement with us.

Specifically, you should:

- Begin to put out all unwanted items for trash. (Avoid piles of debris in front of your home on moving day.) You are responsible for the removal of larger items such as beds, couches, entertainment centers, etc. If they are left behind in the house or on the premises, you will be charged for removal.
- Remove all food, debris, and other personal belongings. (Check any storage units as well.)
- Clean all floors, walls, and inside and outside of cabinets. Clean stovetop, oven, and any other appliances. Clean refrigerator and unplug to defrost freezer. Clean toilet, shower/tub, sinks.
- Replace any burned out light bulbs.
- Report any and all damage in writing on the **move-out form**. You may request to schedule an appointment for an associate to do a "walk-through" to minimize the chance of disputes.
- Upon leaving, please be sure to fully secure the rental by locking all windows and doors. The designated place to leave all keys to your unit is on the kitchen countertop. **Also leave a forwarding address so we can mail your security deposit back to you. (See move-out form)**
- Contact Xcel Energy Services to discontinue service on move-out date. 1-800-895-4999
- Notify US Post Office of new mailing address.

After you have vacated the rental, it will be inspected and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges. Good luck in your future endeavors!

Sincerely,

Lewis Parish  
Property Manager