

MOVE-OUT INSTRUCTIONS

WRITTEN NOTICE (required 30 days starting on the 1st of the month)

- Provide written notice that you will be moving out of the property (email is ok).
- Provide your exact move-out date.
- Provide your forwarding address and phone number.

PAY RENT and UNPAID CHARGES

We **do not** prorate for a partial move-out month.

- Pay a **full month's rent** on the 1st of the month that you are vacating – **even if you will be turning your keys in early.**
- Check that your account balance is zero.
- Pay Early Termination Fee (2x rent) before turning in keys - **certified funds only**

UTILITIES

- Do not turn off utilities until the LAST day of the month.

KEYS and REMOTES

- Turn-in to the **office** – **do not leave keys and remotes in house**

SECURITY DEPOSIT

- ✓ Your final statement will be mailed 30 days after your lease expires.
- ✓ We cannot provide any information about your deposit over the phone.
- ✓ It will be mailed to the property address unless a forwarding address has been provided.

SHOWING THE PROPERTY

- ✓ We will begin advertising and showing the property 30 days before your move-out date.
- ✓ We will make every effort to make showings as quick (and painless) as possible.
- ✓ We will make every effort to contact you 24 hours before showing the house.

APPROVED VENDORS

- ✓ Ask for Kellogg Agency prices.
- ✓ **Do not** use any other vendors.
- ✓ **Do not** clean carpets yourself.
- ✓ Turn in receipt(s) with keys.

House Cleaning Vendors

Paula Alexander 264-7337
Patricia Woodell 306-4061

Carpet Cleaning Vendors

RJ's 828-2830
Sanicare 884-4420
Chem Dry 299-9222

NM State Law says that “normal wear and tear” does not include dirt.**MOVE-OUT INSPECTION**

- ✓ The house, garage, and yard will be inspected **after** you have turned in the keys.
- ✓ **Everything will be compared to your move-in inspection.**
- ✓ You may be charged for any items that do not meet our standards.
- ✓ Items will be inspected for cleanliness, damage, missing or broken pieces, etc. and include, but are not limited to:
 - Walls, ceilings, baseboards, etc.
 - Ceiling fans and light fixtures, etc.
 - Mini blinds, drapes, etc.
 - Windows, inside and out
 - Doors and doorstops, etc.
 - Appliances, inside and out
 - Cabinets and drawers, inside and out
 - Heating, cooling, mechanical systems, etc.
 - Carpet and flooring
 - Garage, garage floor, garage door opener, etc.
 - Driveway, yard, exterior, etc.

CHARGES

You may be charged for the following items which include, but are not limited to:

- Leaving keys, garage door openers, etc. in the house.
- Not returning all keys, door openers, etc. that were issued to you at move-in.
- House cleaning OR use APPROVED VENDOR.
- Carpet cleaning OR use APPROVED VENDOR – **Do not** clean the carpets yourself.
- Any damaged, broken and or missing items that were NOT listed on your move--in inspection.
- Missing or burnt out light bulbs;
- Missing CO detector, fire extinguisher, etc.
- All trash, weeds, pet waste, ashes, toys, boxes, etc.
- Painting walls and ceilings that are dirty, marked, scuffed, etc.
- Patching and painting all nail holes, picture holes, etc.
- Painting if you paint and patch with a color that does not match.
- Oil and/or other stains on driveway and garage.
- Dirty furnace and/or ac filters.

ADVERTISING FEE

If you decide to stay after we have received your written notice, then you will be charged a \$129.00 plus tax advertising fee.