



# Tenant Move-Out Process

We're sad to see you go!

As you prepare for your move-out day, we have prepared some helpful pointers and steps to help ease your transition. Our goal is to return as much of your security deposit as possible, so help us help you! When you move out, the property must be returned in the same condition as when you moved in, so follow these steps to help assure you receive a full and timely security deposit refund.

## 1. Notification

- Provide written notice no less than 60 days prior to the end of your lease term.
- Sign Lease Termination Agreement and provide our office with your forwarding address.
- Notify any relevant third parties (i.e. banks, subscriptions, etc.) of your new address.

## 2. Repair and Maintenance

- The property must be returned in the same condition as when you moved in. Please contact us to help repair any damage caused during the lease term (at your own expense) .
- If there is damage beyond normal wear and tear at the time of the inspection, you will no longer have access to the property and the amount will be deducted from your security deposit.
  - This includes but is not limited to replacing burned-out light bulbs, fixing broken or damaged items (blinds, screens, doors, etc.), and repairing any marks on the walls, for example.

## 3. Clean the Property

- Deep clean the property prior to move out. You were handed the property directly after a professional cleaning, and are expected to return it as such.
- This includes floors, carpets, surfaces, appliances, walls, and any other item that collects dirt or marks.

## 4. Maintain the Exterior

- Mow, trim, and edge the yard prior to move out.
- Make sure that gutters are clean of debris and properly draining.

## 5. Remove Personal Belongings

- You are expected to be completely moved out at the time of the final inspection. This means there should be no personal items anywhere on the interior or exterior of the property.
- Dispose of all trash. Ensure that trash and recycling bins are empty and clean.

## 6. Utilities

- Call your utility companies for final billing.

## 7. Inspection and Key Return



- In the weeks leading up to your lease ending, a Snowplace team member will reach out to schedule a final inspection. At the agreed upon time, our team will meet you at the property, where we will receive any keys, garage remotes, and other access devices. During this visit, we will also conduct a move out inspection detailing the condition of the property.
- Inspections cannot be performed if there are still items in the property. The house should be completely clean and empty at the time of the inspection.
- ALL lease conditions must be met by the time of the inspection. After the inspection you will no longer have access to the property, and will be fully responsible for any needed repairs.

#### 8. Security Deposit

- **Any repairs for damage beyond normal wear and tear will be deducted from your security deposit.** We strongly encourage you to take your own photos and videos of the property at the time of move out for your own records. Doing so will help assure we are on the same page and eliminate any potential confusion around deposit deductions.
- Assure that we have your forwarding address, your security deposit minus the cost of any needed repairs will be received within 30 days of the lease end date.
- If we do not have your forwarding address, we will not know where to send your security deposit which will likely lead to delays.

#### Early Lease Termination:

- Notify us if you intend to terminate your lease early. Once we receive a signed Termination agreement, we will re-list the property and look for a new qualified tenant. You will be responsible for the entire lease term, including utilities and lawn maintenance until a new tenant signs a lease and moves into the property. Once the new tenant takes possession, your lease obligation will end. You must vacate the property no later than 10 days prior to the start of the new lease term. **You will also be subject to a Lease Termination Fee equal to one and a half month's rent.**

**DISCLAIMER** - This list is meant to serve as a helpful guide for tenants as they prepare to move out of a property. It is not exhaustive and does not constitute a written agreement or guarantee of the facts stated. We encourage you to refer to your lease agreement for a detailed walkthrough of your responsibilities upon move out.