

MOVE OUT INSTRUCTIONS

- 1. Notice to Vacate:** You must complete and return a written notice to vacate form 30 days prior to move out and lease expiration. (The notice form is available at www.foothillspm.com).
- 2. Property Condition:** The Tenant(s) is held responsible to make sure the property is in the same condition or better than it was when they took possession. (Refer to your copy of the move in move out form completed at time of taking possession.) No tenant will be held responsible for any damage noted on the move in form that occurred prior to their occupation of the property, unless the damage had been repaired.
- 3. Interior Appearance:** The interior property must be left completely cleaned. Examples: carpets professionally cleaned with proof by receipt, clean appliances, clean base boards, ceiling fans and walls. Clean under and behind stove, stove hood or microwave and refrigerator. Mop and clean all tile and vinyl floors. Clean all toilets tubs and sinks. Remove all items from cabinets, closets and drawers and wipe down. Clean windows and blinds. Remove and carry away all trash.
- 4. Exterior Appearance:** The exterior property must be clean neat and cut. Any yard maintenance that you were responsible for maintaining must be left acceptable. Example: The grass must be cut, edged and debris blown away. All shrubs must be at an acceptable height and shaped. All tree limbs must be picked up and stacked at the roadside if in the City limits or hauled away if in the County. All trash must be properly disposed of. Excessive overgrowth as the result of your failure to properly maintain will be considered non-compliance and cost of correcting will be charged to you.
- 5. HVAC:** Replace the central air filter.
- 6. Smoke Detectors:** Replace all smoke detector batteries and have them in their proper place.
- 7. Appliances and water connection:** Empty ice maker from refrigerator prior to shutting off main electrical breaker. Please make sure that all appliances such as the washing machine, refrigerator and dishwasher are turned off and that the water supply connections are properly shut off. Failure to do so may result in property damage. Tenant will be responsible for any damages that occur as a result of not following these instructions.
- 8. Electrical: Tenant MUST turn ALL Breakers in OFF position prior to turning in the key.** If an extra trip to the property is required to turn breakers off this will result in a **\$35.00 Service Fee**
- 9. Key Return:** Turn in all keys and garage door openers, pool keys, mailbox keys, crawlspace keys and any other access keys you received.
- 10. Securing Property:** Secure and lock all doors and windows, including the crawl space door.
- 11. Disposal of Personal Property:** Dispose of all trash and debris in and around the property.
- 12. Securing Water Valves:** Make sure the water valves are shut off to any appliance you remove from the residence.
- 13. FPM'S Procedure Following Move out:** Following a move out inspection you will receive an itemized list of any deductions for needed maintenance from your Security Deposit within the regulated period of time.

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14. Non-Compliance: Failure to comply with these minimum requirements will result in some or all of the loss of your deposit.

Please Remember

We do not want your money; we want a move-in ready unit.