



Important MOVE OUT Information

For additional information regarding move out and your security deposit, please review your lease agreement.

Carpet cleaning will be scheduled by My House on your behalf. Please do not rent a carpet cleaner and attempt to clean them yourself or hire a vendor. Most machines do not have a strong enough extractor and leave your carpet pad wet, causing mildew, bad odors, and stains to surface after a couple of days of cleaning. Such cleaning will be scheduled by the Landlord with the Landlord's preferred Vendor's. We use Premium Carpet Care and their price starts at \$0.24 per square foot depending on level of clean and stain removal necessary.

Maintenance Please email myhouse@myfortcollinshome.com now for any repairs that you know need to be done. It will be less expensive to get them done now, rather than during the turnover process, as we have to hire additional outside contractors during that time.

Keys Please leave any and all keys, (including mail box keys, garage door openers, common area keys and house keys) on the kitchen counter at move-out.

Utilities Make sure you notify the utility companies that you will be leaving and to end your utility service on the last day of your lease, so the new tenants can get service starting the next day.

Trash Make sure you schedule your last trash pick no later than **NOON THE DAY BEFORE YOUR LEASE ENDS**, otherwise we will haul all remaining items off at your expense, including the trash receptacle, at your expense. Be advised that all items left on the premises will be discarded at your expense and some items have additional fees for disposal (please review your lease). **DO NOT LEAVE ELECTRONIC SCREENED ITEMS**, (i.e. TV's, computers, etc.) because they are very expensive to dispose of due to landfill regulations.

Moving Please use caution when moving furniture so you do not damage the floors, walls, ceilings or other areas of your home or common areas. Furniture felt pads or other moving accessories can be purchased at local stores.

Security Deposit itemization will be **mailed within 60 days** of your lease end date, to your **forwarding address, or last known address**. If no forwarding address is provided, the security deposit itemization will be mailed to the address you are vacating; consequently you will need to notify the post office to have your mail forwarded. If you would like to provide us with a forwarding address, please email us at myhouse@myfortcollinshome.com.

If you have any questions, please let us know. It has been a pleasure to work with you. Please keep us in mind for your future housing needs.

Thanks and good luck to you all!

Your My House Team

Cleaning Instructions When Vacating

A thorough check of the property will be made by the Landlord before returning the Security Deposit. Any necessary cleaning expenses will be deducted from the Security Deposit. Per the lease agreement, necessary cleaning will be contracted out or done at a rate of \$40 per hour. Special notice is to be taken of the following (including but NOT limited to):

1. All carpets must be commercially cleaned at the Tenants expense; such cleaning will be scheduled by the Landlord with the Landlords preferred Vendor's.
2. Kitchen, bathroom and entry floors must be left clean.
3. Stove and refrigerator must be thoroughly cleaned, inside and out. The refrigerator must be moved out, cleaned under, and then replaced. Burner pans are to be replaced by the Tenant.
4. All light fixtures must be cleaned and, if necessary, bulbs replaced with appropriate type and wattage required for the fixture.
5. All windows (that can be reached), window ledges and blinds must be cleaned inside and out.
6. Bathroom fixtures, kitchen sink, dishwasher and garbage disposal must be left clean and in good working order.
7. Kitchen cabinets and all closets must be emptied and wiped out.
8. Dirt spots on walls must be cleaned with a spray type cleaner.
9. Walks, deck and stairs outside the unit must be left clean.
10. Shower/Tub enclosure(s) are to be scrubbed and rinsed clean.
11. All garbage inside and out must be removed.