



## **MOVE-OUT INSTRUCTIONS**

### **WRITTEN NOTICE**

- ✓ Must be delivered to our office on the **1<sup>st</sup> 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
- ✓ Payment of **full month's rent** is due on the 1<sup>st</sup> of the month that you are vacating-*even if you will be turning in keys early*

### **UTILITIES**

- ✓ **DO NOT** cancel utilities. Contact Discovery 1 first to coordinate transfer date

### **KEYS and REMOTES**

- ✓ Turn into the office – **DO NOT leave keys and remotes in the house**

### **SECURITY DEPOSIT**

- ✓ Your final statement will be mailed 30 days after your move-out date
- ✓ 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 immediately after your notice has been turned in
- ✓ We will contact you by phone 24 hours in advance of showing the house to perspective tenants

### **MAINTENANCE and REPAIRS**

- ✓ **Do not** clean carpets yourself. Carpets must be cleaned by the company we contract with. This will insure us that the carpets have been done properly. Please let us know if you will contact them for an appointment or wish for us to do so. We will also need to know if you will pay them directly (receipt needs to be turned in to us) or would like this taken out of your security deposit.

Vendor contact – 911 Restoration @ 505-890-0022

### **ADVERTISING**

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

## **ADDITIONAL INFORMATION**

- ✓ The interior of the house, garage and yard will be inspected after you have turned in the keys
- ✓ Inspection of the property will be compared to your move-in inspection sheet and will be performed with or without Tenant. If the Tenant requests to be present, then the following requirements are necessary to schedule a move-out inspection: 1) Tenant must schedule inspection at least one week in advance and prior to move out date and turning in keys, 2) the unit must be completely vacated, 3) every attempt to clean thoroughly prior to the inspection should be taken for there are NO follow-up inspections. Failure to comply with the above requirements and if the property requires cleaning prior to new Tenants, cleaning charges will incur at Tenant's expense. At NO time during the inspection will estimates or costs of cleaning and repairs be discussed or promised.
- ✓ You may be charged for 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
  - Ceiling fans and light fixtures
  - Mini blinds, drapes
  - Doors and doorstops
  - Appliances inside and out and behind
  - Cabinets and drawers inside and out
  - Heating, cooling, mechanical systems
  - Carpet and flooring
  - Garage, garage floor, garage door opener
  - Driveway, yard, exterior
  - Fireplace – Tenant agrees to thoroughly clean and remove all debris from within the firebox upon vacating the premises.
  - Light Bulbs – it is agreed that all light fixtures and appliances have a working and proper wattage light bulb or globe. Tenant agrees to maintain working light bulbs for all interior and exterior light fixtures during tenancy. Tenant further agrees to replace all expired light bulbs and install new bulbs prior to vacating. Upon termination of this tenancy, all missing or expired light bulbs will be replaced at Tenant's expense.

## **CHARGES**

- ✓ You may be charged for the following items which include, but are not limited to:
  - Not returning all keys, door openers, access keys, etc. that were issued at move-in
  - House cleaning
  - Carpet cleaning - **DO NOT** clean the carpets yourself
  - Any damaged, broken or missing items that were not listed on your move-in inspection sheet
  - Missing or burnt out light bulbs
  - Missing CO detector, fire extinguisher, etc.
  - All trash, weeds, pet waste, ashes, toys, boxes, etc.
  - Walls and ceilings that are dirty, marked scuffed, etc.
  - Patching and painting nail holes, picture holes, etc.
  - If you paint and patch with a color that doesn't match.
  - Oil and/or other stains in driveway or garage
  - Dirty furnace and /or AC filters

***NEW MEXICO LAW STATES "NORMAL WEAR & TEAR" DOES NOT INCLUDE DIRT!***

---

Tenant Print/Sign

---

Date

---

Tenant Print/Sign

---

Date