



DURANGO PROPERTY MANAGEMENT

MOVE OUT INSTRUCTIONS

Durango Property Management wants their tenants to have a smooth transition when moving out of one of the properties we manage. Listed below are instructions to help assist in a proper move out. Please call our office if you have any questions.

NOTICE: It is your responsibility to have given 30 day notice to vacate on or before the last day of the month prior to the month you are vacating. The notice is required to be in writing. According to your lease you are responsible for the entire last month's rent unless other arrangements have been made. If proper notice has not been given you will be responsible for the entire next month's rent.

KEYS: All house keys, mailbox keys and garage door openers must be returned to our office immediately upon vacating unless prior arrangements have been made. If the office is closed place your keys in an envelope and place in our drop box with the property address on the envelope. You will be charged rent as long as you are in possession of any keys.

VACATE TIME: You are required per your lease agreement to vacate by noon (12:00 PM) on the last day of the month. If you do not vacate by noon, tenant will be charged an additional \$50.00 per hour for every hour tenant remains past noon unless other arrangements have been made.

FORWARDING ADDRESS: When keys are turned in, it is your responsibility to provide a forwarding address to mail the Security Deposit notice to. Please remember to put in a change of address at the Post Office to have your mail forwarded. If no forwarding address is provided the Security Deposit notice will be sent the last address we have on file.

INSPECTION: The unit will be inspected once the keys have been turned in and tenant has removed all personal belongings and cleaned the unit.

UTILITIES: You are required to maintain the utilities in your name until the last day of the month.

SECURITY DEPOSIT NOTICE: A security deposit notice will be sent to you no later than sixty (60) days from your lease expiration or the date you vacate whichever is later. One check will be issued payable to all tenants unless prior written permission from each tenant instructing otherwise is provided. The better the condition of the property when you vacate the faster your deposit can be sent out.

YARD MAINTENANCE: If yard maintenance is your responsibility it is required to be mowed, trimmed and debris removed from the yard.

CARPET CLEANING: Carpets must be professionally cleaned by an approved company per your lease agreement. Please review your lease for approved companies. Tenant must schedule carpet cleaning in advance and provide a copy of the receipt when turning in keys. Tenant must notify Landlord of date and time carpet cleaning is scheduled.

TRASH: All junk and trash is to be removed from inside and outside the property and placed in the proper location for disposal. Be sure to clean out closets, drawers, storage areas, garage etc. Do not leave any items around the dumpster or you will be charged for hauling off. Only items that fit inside the dumpster can be left. Be sure and follow HOA guidelines and not abuse the complex dumpsters as fines may apply.

CLEANING: The property is to be left in clean condition.

Floors swept, mopped & vacuumed, vents cleaned

Window sills, ceiling fans, blinds and baseboards are to be wiped down and free of dust

Bathrooms are to be scrubbed and cleaned

Kitchen is to be completely cleaned, oven cleaned inside, stove top cleaned under hood and drip pans cleaned or replaced. Clean on sides, under and behind stove. Refrigerator cleaned inside and all food removed. Clean on sides, under and behind and on top of refrigerator. All cupboards and drawers empty and wiped out. Cupboard fronts wiped down and free of grease & food etc. Countertops cleaned.

Garage is to be completely cleaned out and swept. Oils spots cleaned.

Clean all other appliances thoroughly including microwave, range hood, trash compactor, dishwasher

Lightly wash walls paying special attention to light switches and doors

Clean all windows on inside

Clean all light fixtures and replace any burnt out light bulbs

Pull out and clean around Washer & Dryer if they remain in the property

Sweep and clean patio

Carbon Monoxide & Smoke Detectors left in original location in working order

DOORS: Close and lock all doors and windows when vacating. Return all keys & garage door openers to Durango Property Management.

PROPANE: Propane tank should be filled to level at move-in which is notated on the lease.