



*Appraisal • Construction • Property Management*

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Dear Resident:

We are sorry to see you go! It has been our pleasure serving you. The following steps need to be completed upon move out.

- 1.) 30 day notice given in writing; Email is acceptable. Please include a forwarding address for return of security deposit. As soon as you give your notice, we will begin showing the home. We will reach out to you to make appointments, so you know when to expect us. A member of our staff will always be present during the showings. We appreciate your cooperation.
- 2.) If you have set up REOCCURRING rental payments, **YOU** must initiate the cancellation through your online Resident Login. If you have any questions or need assistance, please contact our office.
- 3.) We will schedule your final inspection at time of notice given. Contact our office when you are ready to officially give possession of the home.
- 4.) ***The final walk thru will be conducted WITHOUT tenant presence to allow for a more efficient process. Upon your 30-day notice, you will have this time to either correct any damages and/or bring them to our attention. We will use your initial move in inspection form as a base line for a walk thru inspection.***
- 5.) VERY IMPORTANT: ***The water and electricity MUST BE ON during the walk thru.*** If the electricity has been disconnected, you will be charged a \$17 reconnect fee which will be taken from your security deposit. If the water needs to be reconnected, the charge is \$20 for city water and \$50 for Wayne Water Districts. You also will be charged an additional \$25 for a 2<sup>nd</sup> walk-thru appointment.
- 6.) Please make sure that you have cleaned in accordance with your lease agreement and it **MUST** be up to our standards. ***Carpets must be PROFESSIONALLY cleaned,*** and receipt given to member of the office staff. Please READ the Cleaning Checklist that is given to you at time of vacancy notice. All appliances must be cleaned – inside and out. ***Drip pans must be replaced on stove, if applicable.*** All flooring and baseboards, fans, walls, windows, and windows sills must be wiped down and out. Please ensure the bathrooms are clean, including any water rings or stains in tub, sink, or toilet. Please make sure all blinds are dusted and wiped down thoroughly OR replace with the correct size as needed. All storage buildings, garages, and attics must be emptied and cleaned along with all sidewalks, patios, decks, and balconies. All garbage and personal belongings must be removed including soap, food, and toilet paper. All yard work must be done; grass cut, weed eat and edged and bushes trimmed, leaves raked unless you live in an apartment/townhouse. Please see the move out cleaning checklist to ensure you pass your inspection. Our property management department can recommend carpet and cleaning services – please call for names and numbers.
- 7.) Please store EMTPY garbage/recycling cans in appropriate place. If cans are filled with trash we will charge \$50, taken from your security deposit, to remove trash from bins and store properly.
- 8.) Please do not fill any holes or attempt to touch up paint. If there is any visible evidence, you will be charged and cost will be deducted from your security deposit.
- 9.) Please ensure the washing machine connection is turned **OFF**. If water damage occurs and repairs need to be made, these charges will be deducted from your security deposit.

Thank you for complying with all move out procedures. If you have any questions, please don't hesitate to call us.

Respectfully,

Eagles Properties, Inc.