



## **MOVE OUT INSTRUCTIONS**

We would like to thank you for giving us the opportunity to provide you with a lovely property to call home as well as providing you with what we hope has been great customer service. Our goal is to always do our best to accommodate our residents to the best of our abilities. We are sad to see you go but wish you well in your future home.

As you prepare to move out of the property there are just a couple things that we would like you to know.

### **30-day notice**

We require a written 30-day notice delivered in person or in our drop box or you can provide notice through your portal at any time. Be sure to include the date, your name, address, and scheduled move out date

### **Return keys and garage door openers**

We do not consider you moved out of the property until we have received keys to the property. They can be dropped off at our office dropbox located on the northside of the building.

***Failure to return keys will result in a \$100 fee***

### **Forwarding address**

A written forwarding address is required for us to process your security deposit. Please include name, date, previous address, and forwarding address.

***Your security deposit will not be processed until we receive a written forwarding address***

### **Property condition**

We asked that all personal items be removed from the property. Leave the property clean and undamaged. Carpets must be professionally shampooed and receipt provided to us as proof. The grass and grounds should be left well kept. Do not leave debris, furniture, or garbage (not in bins) at curb. If debris is left at curb you must request city pickup and only put by the trash on the designated day of pick up. You will be charged a debris removal fee if items are left by the curb at move out.

### **Move out inspection**

We will do a detailed move out inspection of the property in order to confirm the property is returned in the same condition it was rented to you. We will upload this inspection report to your account. For more information on how to properly clean the property, see attached move out checklist.

### **Move out invoice**

If we find any items that you are responsible for repairing or cleaning, we will create an invoice and mail to you. You may also access this invoice on your resident account. Your security deposit will be applied to the invoice. The remainder of your security deposit will be mailed to your forwarding address.

## Utilities

Any utilities that you were responsible for during your lease should be scheduled to be transferred out of your name on the date of your move out or the day you return keys to us. In addition, please pay your final city sanitation bill.

## Cancel auto payments

If you utilize the auto pay feature to pay your rent through your resident portal, please ensure that your last month's rent is paid and then cancel your auto payments from your portal. Our system is automated and can take a few days for our system to register your move out so in order to avoid any further rent payments from being pulled from your account please cancel your automatic payments.

## Security deposit

If you do not owe a balance to CRM Properties and you provide a written forwarding address your security deposit will be returned to you within 45 days of receiving a written forwarding address.

**You may request a rush return of your security deposit (processed within 10 days) for an additional fee.**

## Hold over fee

A hold over fee per you lease can be paid for 4 extra days. Longer than 4 days will result in a full month's rent will being charged. If longer time is necessary but you do not require a full month, an arrangement of the pro-rated monthly rate can be arranged. A new written 30-day notice may be required if the new move out date is more than 2 weeks later than the original scheduled move out date.

I have attached a copy of our Resident move out check list for your reference. If you have any question regarding any of these steps or the move out check list please feel free to send a message through your resident portal, email or call our office at 765-459-8034.

# Resident Move out Checklist

<b>Floors</b>	
Mop all tile and hardwood floors	
Remove any pet stains and odors	
Professional shampoo is required*	

\* Please provide management with a receipt once completed or we will have it completed and billed to you

<b>Walls</b>	
Wash down walls, including vents and baseboard heaters	
Brush out cobwebs from corners and ceilings	
Remove all nails and screws	
Repair and repaint any walls you may have damaged or repainted	
Clean ceiling fan blades	

<b>Windows</b>	
Clean windows, including tracks and sills	
Clean window blinds	
Replace any broken blinds	

<b>Doors</b>	
Make sure doors and locks work properly	
Wipe down doors, frames, and knobs	

<b>Kitchen</b>	
Clean sink and countertops	
Wipe cabinets inside and out, as well as pantries and shelves	
Clean inside and out of microwave	
Wipe inside and outside of refrigerator and freezer	
Clean out dishwasher	
Clean and wipeout oven and stovetop	

<b>Bathroom</b>	
Clean all mildew and water marks off of walls	
Sanitize bathtub, shower, sink, and toilet	
Clean vanity, shelves and mirrors	
Wipe down inside of drawers and cabinets	
Clean exhaust fans	

<b>Additional Items</b>	
Replace batteries or confirm smoke detectors and carbon monoxide alarms are working	
Replace burnt out light bulbs	
Clean all light fixtures inside and out	
Clear out all personal belongings from patios, decks, balcony, yard, and garage	
Clean patio areas	
Take out any remaining trash and recycling, ensuring that both bins are left empty **	

\*\* Do not leave any trash or debris by the curb unless trash pickup has agreed to pick it up – Please notify management if this is the case.