



## **Procedures For Vacating Rental Property**

On departure tenant(s) are required to leave the rental property in the same general condition it was when tenant(s) arrived. If additional cleaning or repair is required, appropriate charges will be deducted from your security deposit. Failure to comply with the checkout procedures below will forfeit entire deposit. Landlord shall have thirty days from the termination of the lease to assess any damages and deductions shall be made within said thirty days as specified in **Paragraph 4** of Rental Lease.

### **The following items must be complied with before departure:**

- a) All personal effects must be removed from property. Any items remaining will be trashed.
- b) Dishes, pots, pans, and utensils, if applicable, are washed, dried and put away.
- c) Stove, oven, microwave, and kitchen appliances are clean.
- d) Linens washed.
- e) All doors and windows closed and locked.
- f) All utilities (electricity, phone, cable, etc.) must be paid up and then disconnected.
- g) All mail, if received at the premises, must be forwarded. Un-forwarded mail will be returned to sender.
- h) All trash removed to locations specified at property. If none present, trash must be completely removed from premises.
- i) All keys returned to Rental Agent of Ideal Property Management no later than 12:00 pm on date of departure.

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