

## Tenant Move-Out Procedures and Instructions for Move-Out Cleaning

Tenant will need to provide a written 30-day notice. The lease renews on a monthly basis. We do not prorate the last months rent. Please read over your lease. You are required to return the home empty and in a clean condition. Cleaning will NOT be considered normal wear under any circumstances. If the home is not satisfactorily cleaned, has trash or abandoned items, or any damage, charges will be deducted from your security deposit.

Written notice delivered to Compass Property Mgmt. LLC on: \_\_\_\_\_

Scheduled Move Out Date: \_\_\_\_\_

Rental Payments Due for the month(s) of: \_\_\_\_\_

\_\_\_ Property is empty of ALL PERSONAL BELONGINGS.

\_\_\_ Property is Mopped, Swept and Vacuumed.

\_\_\_ Property is Clean thoroughly, especially bathrooms and kitchens, and all appliances.

\_\_\_ ALL TRASH, unwanted items and debris are removed

\_\_\_ ALL DAMAGE has been Reported.

\_\_\_ ALL rental payments are in full.

\_\_\_ ALL Utility bills are paid in full and utility companies have been notified of termination.

\_\_\_ Oil/Propane Tank has been filled to the amount at the time of move in.

\_\_\_ Lawn has been mowed. All dog waste in yard has been removed.

\_\_\_ Property is secured. All doors and windows locked.

Return ALL keys and completed walk-through checklist to Compass Property Mgmt. LLC. in person at the company office. Additionally, we suggest you take pictures as well. We will be conducting an inspection and if there is a discrepancy on the condition of the property we will contact you.

Minimum charge for cleaning - \$100.00

Minimum charge for trash removal - \$100.00

Minimum charge for yard maintenance - \$100.00

**Please Note:** If you cannot make it to the office during our office hours Monday-Friday 9:00 am – 4:00 pm, place the keys and the checklist in an envelope with your name and the property address on the envelope and put it in the drop box. DO NOT MAIL KEYS THROUGH THE US MAIL.

Date Keys were returned to Compass Property Mgmt. LLC: \_\_\_\_\_

Make sure that we have your forwarding address which should have been included on your 30-day notice. The forwarding address is absolutely necessary to process your security deposit.

New address: \_\_\_\_\_

We would like to thank you for your time with us. If you have any questions, please don't hesitate to give us a call.



**COMPASS**  
PROPERTY  
MANAGEMENT