



RE/MAX[®]
INFINITY
Property Management

Move Out Guidelines

As you prepare for your departure from your rental property, we would like to say thank you for choosing a RE/MAX Infinity managed home. We know the moving process can be a very stressful time and we would like to help alleviate the burden as much as possible. By following the guidelines listed below, you will help ensure that we are able to quickly process your file and move out paperwork, and get you the maximum return on your deposit funds quickly. If you have any questions during your move out, please do not hesitate to contact our office.

Before you vacate:

1. Notify our office at least 30 days prior to your vacancy that you intend to vacate the property. We have provided a "30 Day Move Out Notice" for you to complete and return to us.
If you rent with roommates, all roommates must complete a form
2. If a Military Move is taking place, please submit a copy of your orders along with the Notice of Vacate. Please understand, we cannot begin to process your 30 Day Notice until Military Orders have been received.
3. Schedule final maintenance items: Minor Repairs, Touch-Up Painting, Cleaning, Carpet Cleaning, etc. If you need any assistance scheduling anything, please contact our office.
4. Schedule your utility disconnects for 5 "Business Days" after your vacate date. Please ensure you do not disconnect early to avoid additional fees against your deposit.

After you vacate:

1. Leave Garage and Fan remotes in a single drawer in the kitchen. If you have lost or misplaced a garage door opener, please purchase a universal remote from any hardware store and leave at house.
2. Drop any and all keys to the property off at our office. If after business hours, please place keys in an envelope and drop through our mail slot at our front door.
3. Ensure that final cleaning, carpet cleaning, and repairs have been scheduled or completed. We do not mind scheduling and coordinating final maintenance if you prefer, please just let us know.
4. Update your forwarding address with us. We send out deposit checks to the last known address, which if you have not given us a forwarding address will go to the rental property. To ensure that you receive your funds as quickly as possible, please make sure we have the most recent information.

Do's and Do Not's:

- You are required to have the house and carpets professionally cleaned. Rug Doctors or home carpet cleaners are not acceptable.
- Remove all nails and screws from the walls.
- **DO NOT** touch up paint or patch nail holes unless you are 100% sure the paint matches. If unsure or the paint does not match, a painter or repair contractor should be hired.
- Cut lawn and make sure all beds are free of weeds and that bushes are trimmed. Bushes should be cut away from the house and no trees or bushes should touch the house or roof. Beds should be mulched.
- Remove all trash and personal belongings from the house.
- Replace any non-working blinds.
- Replace Stove Drip Pans and Run Self-Clean feature on oven.
- Clean or replace any drapes or curtains that were present in the home upon occupancy.
- Call RE/MAX Infinity if you need any help or references for any work.
- Ensure all drains are unclogged and tub stoppers are in working order.



30 DAY MOVE OUT NOTICE

Current Date: _____

Address: _____

Reason for Moving: _____

I (We), _____,
do hereby give notice to vacate the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my (our) lease period, whichever is longer. If the term of the lease is not fulfilled, I (we) understand that a Termination Fee may apply.**

If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys to a **RE/MAX Infinity representative** no later than _____.

If keys are not surrendered by this day, I (we) understand that I (we) will be charged for rent for each day until the keys are returned. Any changes to the move out date must be submitted in writing.

PLEASE MAIL DEPOSIT RETURN/STATEMENT TO:

Street address:

City, State, & Zip Code:

Phone Numbers:

Email Address:

Resident's Signature: _____

Date: _____

Resident's Signature: _____

Date: _____

Resident's Signature: _____

Date: _____

Resident's Signature: _____

Date: _____

(Office Use Only)

Received By: _____

Date: _____

+30 Days: _____

Additional Move out Procedures and Explanations

RENT: Tenant is responsible for rent up to the 30th day of their 30-Day Notice to Vacate or until their lease expires, whichever is longer. **1st Example:** *Tenant gives RE/MAX INFINITY Notice to Vacate on November 10th, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 5th, late fees will be applied.* **2nd Example:** *Tenant moves out May 15th but the lease does not expire until July 30th. Tenants must pay rent each month until the lease expires or until the property is re-rented.*

EXTENSIONS: If Tenant wishes to stay longer than specified on the 30-Day Notice to Vacate form, tenant must first call our office to see if this extension is acceptable. If the extension is acceptable, tenant must complete a new 30-Day Notice to Vacate form to show the new Walkout date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form. **Example:** *Tenant gave notice to vacate on November 10th and planned to be moved out by December 7th, but needed 5 more days to move. Tenant must call office to see if extension is acceptable. If acceptable, Tenant completes new 30-Day Notice to Vacate form to show a move out date of December 12th. On or before the December 5th, tenant must pay 12 days of pro-rated December rent or will be charged late fees.*

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to vacate, tenant should notify RE/MAX INFINITY and turn in all keys. Tenant is still responsible for rent until the 30th day of the notice to vacate. RE/MAX INFINITY will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30th day of the notice to vacate, pro-rated rent shall be given with the refund of the Security Deposit, if applicable.

KEYS: Tenant will be charged rent until all keys are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. **Example:** *Tenant gave notice to vacate on November 10th. Tenant paid all of November's rent and 10 days of pro-rated December rent, but did not turn in the keys until December 15th. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.*

MOVE OUT INSPECTION: A move out inspection will be performed without the tenant being present.

- (1)** The unit must be completely vacated in order for the RE/MAX representative to perform the inspection.
- (2)** No follow-up inspections are made, so do your best to have all maintenance completed and everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires maintenance and/or cleaning prior to new tenants, these charges will incur at tenant's expense.
- (3)** Tenant is not allowed to be present at time of move out inspection and RE/MAX Infinity will not conduct an official move out inspection with tenants under any circumstances.

CLEANING: Please hire a professional cleaning to handle the cleaning of the home upon your departure. RE/MAX Infinity is happy to refer you to a company if needed. Please understand that we rarely see homes cleaned by the tenant that meet our expectations. Even if only a few small items are missed during a cleaning, a cleaning company still must be called out and Tenants will be responsible for billing.

CARPET CLEANING: If a receipt is not provided with the key turn in, Carpet cleaning is automatically performed after a tenant vacates the property with a RE/MAX INFINITY approved contractor and the cost is automatically deducted from the security deposit paid upon move in.

DAMAGES: Tenant shall be charged for the repair of any and all damages (including nail holes placed in walls by the tenant), unless otherwise noted on the Move-In Inspection Sheet.

Example: *Tenant moves in and notices that the blinds were damaged and RE/MAX INFINITY was unaware of this damage. Tenant failed to turn in documentation that the blinds were damaged on the Move-In Inspection Sheet. The tenant later vacates and RE/MAX INFINITY notices that the blinds are damaged and replaces them. Tenant will be charged the cost to replace the damaged blinds because no written documentation existed stating otherwise.*

LIGHT BULBS, SMOKE DETECTORS, ETC: Tenant is responsible for maintaining all smoke detectors during occupancy. Tenant is responsible for replacing all expired/missing light bulbs, smoke detector batteries, appliance light bulbs, and furnace filters upon their move out. The cost to replace them will be at the tenant's expense.

Tenant Signature: _____ Date: _____
Tenant Signature: _____ Date: _____