

# Move-Out Guidelines

**First – Give your 30-day notice in writing per lease.**

**1.18 Procedure for vacating premises:** Thirty (30) days prior to the date of moving given on the first of the applicable month, renter shall (a) execute in writing or text intent, receiving confirmation, to vacate the premises stating the day/date premises will be ready for inspection and stating any unequal security deposit disbursements, (b) pay rent in full to termination date, (c) allow the owner to show the premises during that thirty-day period, (d) allow the owner to make any necessary repairs during that thirty-day period, (e) Remove ALL personal belongings from premises, and (f) The premises must be thoroughly cleaned to include, but not limited to, all appliances, fixtures, furnishings, floors, windows, doors, woodwork, cabinets, and carpets.

We desire to return your security deposit to you in full.

- ◆ Your security deposit does not apply to your last month's rent!
- ◆ Leave all nails and screws in the walls. Do not attempt to patch or paint over any holes in the walls.
- ◆ Turn in your keys.
- ◆ Please furnish the Post Office with your forwarding address online at [usps.com](https://usps.com) or visit the local Post Office.
- ◆ **EVERYTHING** must be out of the apartment to do the move-out inspection.
- ◆ Unit must be cleaned thoroughly, to not incur cleaning charges.
- ◆ Please call 606-776-4197 to schedule a time for a move-out inspection.
- ◆ You may be present for the inspection, but it is not mandatory.
- ◆ You are not expected to have your carpets professionally cleaned unless needed.