



## Bosley Properties, LLC

1923 Elm Court, Great Falls Montana 59404

♦ (406) 781-7493 ♦ (406) 781-3778

♦ [april@bosleyproperties.com](mailto:april@bosleyproperties.com) ♦ [www.bosleyproperties.com](http://www.bosleyproperties.com)

## **MOVE-OUT INFORMATION**

Thank you for your tenancy! We value your business. In this packet you will find everything you need to know to help your exit go as smoothly as possible.

*The best thing about the future is that it comes one day at a time ~ Abraham Lincoln*

### **Forwarding Address**

- Fill out the 30-day intent to vacate form. You must furnish Bosley Properties with your forwarding address.
- Your security deposit will be mailed to the address provided.
- Visit the Post Office in person or online to have your mail forwarded to your new address.

### **Utilities**

- Please call the utility companies to cancel your service effective on your lease expiration date. If the utilities are cancelled prematurely, you will be charged for the amount(s) owed, plus a \$35.00 administrative fee.
- If you are responsible for the City of Great Falls water bill, the final bill is mailed to and paid by manager.

### **Move-out Inspection Process**

- Refer to your move-in condition report and repair any damages incurred during your tenancy. If you need a copy of this report, one will be provided to you upon request.
- Print a copy of the cleaning checklist. Follow it precisely. Checkmark the boxes as you complete each item. Sign the cleaning checklist form and leave it on the kitchen counter.
- Leave the keys on the kitchen counter & lock the unit
- Notify management via telephone, text or email that move-out is complete.

### **PERFECT MOVE-OUT INSPECTION**

- Great job! There are no additional cleaning and/or repairs needed.
- Your security deposit will be mailed to you within **10 days** of the inspection date (don't forget to send in your final water bill payment receipt).

### **FAILED MOVE-OUT INSPECTION**

- A hidden key will be left, and you will be notified via email or text message and given 24 hours to correct any deficiencies. If you do not have email or respond to electronic

communication notifications your correction notice will be mailed to you. You will be charged for 3 days rent and utilities (mailing time).

- Once deficiencies are corrected, please leave the key on the kitchen counter, lock the unit and notify management those deficiencies have been corrected.
- A re-inspection will be completed, and a \$35 administrative fee will be charged and deducted from your security deposit.
- If any of the deficiencies were not addressed to management standards, Bosley Properties will correct, and the expenses deducted from your security deposit.
- Security Deposit Disposition will be mailed within **30 days** after receipt of all final bills.

#### **REMEMBER:**

- Your security deposit **CANNOT** be used to pay the last month's rent.
- You will be charged rent and utilities for vacancy days if repairs/cleaning are needed after final move-out inspection.

#### **HELPFUL TIPS**

- Read this document carefully!
- Follow the cleaning checklist for each room. Cleaning takes lots of time, don't wait until the last minute. If you don't have time to do it, hire a professional. We are happy to refer you to local cleaning companies.
- If you have questions or don't understand the move-out process, please email, text or telephone. Management will gladly walk you through the process.
- Large items left beside dumpster or over-filled dumpsters will result in a garbage disposal fee.
- If you have automatic electronic payments set up through your tenant portal and your last month's rent is pro-rated, please adjust accordingly.
- Please forward your mail. All delivered mail after you vacate will be returned to sender.

*Thank you for renting from Bosley Properties. We appreciate you leaving the unit in the condition you received it!*