



SSRI Property Management

The Simplest Property Management Solution

MOVE OUT INSTRUCTIONS

The following are a few things to do to help us refund as much of your security deposit as possible.

- Clean all flooring. Have the carpets **professionally** cleaned. **(Must provide receipt).**
- **Cleaning and Carpet Cleaning Company must hold a City or County Business License.**
- Dust/Clean baseboards, doorjambes, walls, wall plates and ceilings without removing paint.
- Clean mirrors, windows, windowsills, blinds/window coverings.
- Clean all countertops, closet shelves, cabinets and drawers & remove non-adhesive shelf paper.
- Use appropriate cleaner on sinks, tubs, shower enclosures, toilets, medicine cabinets, etc.
- Replace bad light bulbs and clean all light fixtures and ceiling fans.
- Replace/clean all filters (A/C, pool, water, etc.)
- Clean garage floor and driveway of oil, stains and debris.
- Clean exterior/landscaping (mow lawn, weed, clean pool, sweep, trim trees & bushes).
- Remove all personal items (hangers, cleaning items, etc.)
- Clean additional items as needed (fireplace, hot tub, dog run, etc.) Remove all debris.
- Do not remove anything that has been affixed to the property without prior approval.
- Garage space must be swept out and all debris and/or personal items removed.

Unfortunately, if the house and carpet cleaning is not deemed to have been done by a professional, we will hire a licensed professional to complete the tasks at your expense.

We request you return all keys and remotes directly to Silver State Realty & Investments office after the property is clean and ready to be inspected. Each day you are in possession of the keys we are contractually bound to charge you rent on a daily basis. We will perform a move-out inspection after receiving your keys. You will receive a disposition and any refund within 30 days of receiving your keys. Any disputes with our findings must be in writing and within 10 days of your receipt of disposition.

NOTE: Rent will be charged until we receive the keys.

Should your move-out date change, please contact us as soon as possible.

It is also important to provide us with a current phone number and **forwarding address.

We will be sending your security deposit disposition no later than 30 days after termination of tenancy.

If you have any questions, please do not hesitate to call me at the number below. I look forward to speaking with you soon!

Sincerely,
Silver State Realty & Investments

