

# Regional Property Management

700 W 48<sup>th</sup> St

Hays, KS 67601

Phone: (785) 621-2100 Fax: (785) 621-2101

[rpm@yourentme.com](mailto:rpm@yourentme.com)

Tenant(s):

We have been happy to have you and are sad to see you go! In an effort to make your move out process smooth and maximize your deposit return, please follow the guidelines enclosed. Deposit returns will be sent within 30 days after your lease expiration. Please provide your forwarding address on the last page and return it. If a forwarding address has not been provided, the deposit refund will be sent to the last known address.

Again, thank you for giving us the opportunity to service your housing needs, we wish you well in your future endeavors.

Sincerely,  
Regional Property Management

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## Move-Out Procedures:

Please consider this the official notification that your current lease with Regional Property Management will expire on:                     . Per your request, the lease has not been renewed and will terminate on the noted expiration date. Please find enclosed our move-out procedures that should be used to assist you in your move out cleaning. When you moved into your current residence, you found it in a clean and ready to move in condition unless otherwise stated on your Move-In Inspection Report. **Due to the very small time period between your move-out and the new resident's date of move-in, it is imperative your residence be left in the same clean, and move-in ready condition that you enjoyed.** Any damages needing repair or routine maintenance required should be reported prior to your departure to avoid charges.

### **INSPECTION:**

An inspection of the premises will be conducted only after you have removed all personal belongings from the unit and returned all keys. Inspection times will be scheduled prior to your lease expiration, (refer to your contract for this date) **there will be no re-inspections.** If you request to be present for this inspection, you must schedule an appointment directly with the property manager, **in writing**, no later than 2 weeks prior to your lease expiration.

Please make sure you follow all the instructions listed:

### **KEYS:**

- **All property keys must be returned to the office no later than 11:00 a.m. on the final day of your lease.**
- If keys are not returned on time, you will be charged for having keys, replacement of locks and the amount of one months rent.
- Roommates; Please designate one contact person to return keys and complete the forwarding address form, indicating the address where you would like the deposit mailed. The deposit will be mailed to ONE PERSON ONLY and it will be this person's responsibility to distribute the refund to the other roommates.
- **Deposits are NOT allowed to be used as a rental payment!**

### **UTILITIES:**

All utilities MUST be left on until the lease termination date and time. If they are turned off within that time, the reconnection charges will be taken out of your deposit.

### **ABANDONED PROPERTY:**

Any abandoned property left in a residence after keys have been turned into the office will be disposed of and charged accordingly for their removal within 24 hours of lease termination.

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## **EXTERIOR:**

- Clean exterior of the front door and back door.
- If you are responsible for mowing the grass at your residence, please make sure it is mowed two days prior to your lease end date.
- Remove all items from yard, patio and storage areas. Do not leave trash, pet feces, etc.
- Windows should be intact and any broken windows will be taken out of your deposit.
- You are able to request a city pick-up for trash and furniture for an additional fee. If you choose to do this, it must be done prior to your lease expiration or you will be charged for item removal.

Please be aware that "normal wear and tear" does not include damages caused by a resident's negligence, abuse or misuse of the premises such as, but not limited to: broken windows, screens, doors, holes in walls, broken blinds, scraped wall or carpet stains. All damages deemed beyond "normal wear and tear" will be repaired and charged to the resident.

Thank you,

Regional Property Management

**\*ATTACHED CLEANING CHECKLIST & FORWARDING ADDRESS FORM**

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## Move-out Cleaning Checklist

Kitchen- cabinet doors, drawer fronts and knobs cleaned/dusted	
Kitchen- inside cabinets and drawers cleared/cleaned/dusted	
Kitchen- countertops and backsplash cleaned	
Kitchen- exhaust fan/hood unit and filter cleaned thoroughly	
Kitchen- refrigerator exterior cleaned top, sides, pulled out and cleaned underneath	
Kitchen- refrigerator seals cleaned, inside cleaned completely	
Kitchen- ONCE CLEANED, UNPLUG REFRIGERATOR AND LEAVE DOORS OPEN	
Kitchen- oven cleaned inside, outside, behind and beneath. Replace drip pans if needed	
Kitchen- dishwasher emptied and cleaned inside and out	
Kitchen- floor cleaned and waxed (if applicable)	
Bathroom(s)- counter tops, sink and backsplash cleaned and porcelain undamaged and cleaned	
Bathroom(s)- floor(s) cleaned and waxed (if applicable)	
Bathroom(s)- shower and bathtub(s) cleaned and undamaged	
Bathroom(s)- mirror cleaned and undamaged	
Bathroom(s)- toilet(s) cleaned inside and out and in working condition	
Bathroom(s)- cabinet doors, drawer fronts and knobs cleaned/dusted	
Bathroom(s)- inside cabinets and drawers cleared/cleaned dusted	
Bathroom(s)- ventilation fan cover cleaned/dusted	
All windows, screens and doors cleaned and in working condition	
All window blinds and coverings in place and cleaned including slats	
All carpeted areas professionally cleaned by a RPM approved cleaning company	
All baseboards thoroughly cleaned on all sides (may use warm water and mild detergent)	
All interior walls washed and markings removed	
All rooms cleaned of cobwebs including ceiling and all windows	
All closets cleaned with all personal items removed	
All receptacle covers and light switch plates cleaned	
All light fixtures cleaned/dusted and bulbs working properly	
All trash, pet waste and personal items removed from house and yard	
All storage and garage areas cleaned	
Lawn mowed and trimmed, leaves raked and removed	
All exterior doors and thresholds cleaned and in working condition	
Parking area(s) free of debris	
New Furnace Filter(s) installed	
All Smoke/Carbon Monoxide Detectors in working condition	
All keys and garage door openers returned	

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**Forwarding Address Form**

**Please return this form to the office along with your keys and professional carpet shampooing receipt.**

Current Address:

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Forwarding Address:

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**\*The deposit refund will be mailed to the above forwarding address.**