



REGIONAL PROPERTY MANAGEMENT

700 W 48th St
Hays, KS 67601

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

office@eliterealtyks.com

www.yourentme.com

Tenants(s):

We have been happy to have you and are sad to see you go! 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 with your keys. 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 your 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 state on your "Move-In Inspection Report." **Due to a 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 AFTER you have removed all personal belongings from the unit and returned all the keys. If you request to be present for this inspection, you must schedule an appointment directly with us, **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 noon on the final day of your lease. If it falls on a weekend you may put them in an envelope with your name on it and put them in the drop box.**
- 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 the 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 withing 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 returned will be disposed of and charged accordingly for the removal within 24 hours of lease termination.

EXTERIOR:

- Clean exterior of the front and back door.
- If you are responsible for mowing the grass at your residence, please make sure it is mowed 2 days prior to your lease termination 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 can 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 blinds, broken windows, screens, doors, holes in walls, scraped wall or carpet stains. All damages deemed beyond "normal wear and tear" will be repaired and charged to the tenant.

Villa 810 E 8th Furnished Apartment Tenants:

Please have all bedding dry cleaned and leave on bed. If any item on the inventory list is missing you will be charged for replacement of that item.

ATTACHED CLEANING CHECKLIST & FORWARD ADDRESS FORM

| Move-out Cleaning Checklist | | |
|------------------------------------|--|--|
| 1 | Kitchen cabinets and drawers clean, empty, and in working condition (wipe down cabinets with cleaner and then w/ a dry cloth to prevent streaks) | |
| 2 | Kitchen plumbing working satisfactory (no leaks, drips, or clogs) | |
| 3 | Kitchen exhaust fan filter cleaned and working properly | |
| 4 | Kitchen light fixtures cleaned and bulbs working properly | |
| 5 | Kitchen counter tops and porcelain undamaged and clean | |
| 6 | Wipe down any stainless-steel appliances with a stainless-steel cleaner, NO harsh chemicals/cleaners | |
| 7 | Oven cleaned inside, outside, behind, and beneath. Replace drip pans if necessary | |
| 8 | Refrigerator cleaned inside, outside, behind, and beneath | |
| 9 | Dishwasher emptied and cleaned | |
| 10 | Kitchen floor cleaned and waxed (if applicable) | |
| 11 | Bathroom plumbing working in satisfactory (no leaks, drips, or clogs) | |
| 12 | Bathroom counter tops and porcelain undamaged and cleaned | |
| 13 | Bathroom floor(s) cleaned and waxed (if applicable) | |
| 14 | Shower and bathtub(s) cleaned and undamaged | |
| 15 | Bathroom mirror cleaned and undamaged | |
| 16 | Toilet(s) clean and in working condition | |
| 17 | Paper and towel holders in working condition | |
| 18 | All base boards wiped down and clean | |
| 19 | All windows, screens, and doors cleaned and in working condition | |
| 20 | All window coverings in place and clean | |
| 21 | All carpeted areas professionally cleaned by a RPM approved cleaning company | |
| 22 | All interior walls washed and marking removed | |
| 23 | Remove all nails | |
| 24 | All light fixtures cleaned and bulbs working properly | |
| 25 | All trash, pet waste, and personal items removed from house and yard | |
| 26 | Lawn mown and trimmed, leaves raked and removed | |
| 27 | All exterior doors cleaned and in working condition | |
| 28 | Parking area(s) free of debris | |
| 29 | All smoke/carbon monoxide detectors in working condition | |
| 30 | All keys and garage door openers returned | |

***Do not place any furniture or large items in dumpsters, trash bins, alleys, etc. Trash trust will not pick them up
RPM will charge for removal, dump fees, and labor to pick up and dispose of any items left**



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Forwarding Address Form

Please return this form to the office along with your keys and professional shampooing receipt (if applicable).

Current Address:

Forwarding Address:

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