

## What to know prior to moving out of your rental property

**A 60-day advance written notice is required before moving. You will be charged rent for those days if proper notice is not given.**

- Provide your forwarding address and phone number to ensure our deposit is returned correctly. On check will be issued for any security deposit refund. This check must be made out in all tenants' names. It is the tenants' responsibility to work out the details of distribution. IRES is required to make any repairs and make an accounting within 30 days of move-out.
- Move out inspection will be performed by our maintenance company. Take pics of each room prior to move out for your records.
- Do not leave keys and remotes in the home. They must be returned to the office by 5:00 p.m. of the move-out date. All personal property must be removed and the keys and remotes must be turned into the office or rent charges will continue.

The refundable security deposit ensures that the owner is not left with incurring and costs from tenant caused damage. The home should be returned in the same condition it was found when rented, normal wear and tear is expected. Any repairs or upkeep needed to bring the property back to this standard will be charged to the deposit.

Changes to the property or any alterations must be discussed with the property manager and approval must be granted by the owner before alterations can occur. The inspection form that was given to you at move-in will be used ensure the property was returned in the same condition it was found when rented.

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**The home must be left clean with carpets steamed cleaned. In order to ensure your deposit, make sure the following items are completed:**

- Provide receipts for cleaning and carpet cleaning.
- If carpets are steam cleaned and still has stains, the tenant will be charged for the carpet replacement (and pad if pet odor)
- Replace air filters
- Replace smoke detector batteries
- All light bulbs working
- All keys and garage door openers inventoried at move-in returned to the office
- All debris removed from houses and yard. This includes curbside, please make sure final garbage pickup is arranged. If there is debris/trash left out of the curb removal of this debris will be charged to your security deposit.
- Attend to landscaping final upkeep including mowing, weeding and raking yard

If there are spackled holes due to tenant damage and the repair was not done with quality work, a charge to repair and repaint will be charged to your security deposit.

Repainting costs are prorated based on the length of tenants stay.