



Move Out Information

Believe it or not, we do not want to keep your deposit, but will if you force us too. Here are some helpful tips to help you ensure that you get back as much of your deposit as possible.

1. Your lease ends at the end of the day of your lease. Not any later. The next tenants are most likely ready to move in as soon as you are out.
2. **Remove all personal items:** All rooms, closets, cabinets, appliances, basements, storage areas, etc.. **MUST BE COMPLETELY EMPTY.** Do not leave items behind thinking that the next tenants might want it, we will charge you to remove them.
3. **Cleaning:** Wipe down all wood work, floors, windows, blinds, fans and lights. Vacuum carpets, clean appliances, wipe out cabinets and clean bathtubs, toilets and sinks. Per your lease, carpets are to be professionally steam cleaned. If you have this done, please provide us with a copy of the receipt. If you would like, we can have our carpet cleaners do it for you and deduct it from your deposit.

Cleaning is not a five minute job, please allow plenty of time for this to be done right

4. **Major Damages:** Inform us of any major damage as soon as you can. If we can come in and start repairs prior to you moving out, you can save 50% on labor cost.
5. **Trash:** Take trash to the curb on your regular garbage day. **NOT ANY EARLIER!** New city laws do not allow any additional garbage to be set to the curb other than what fits in the city provided garbage can. If you have more garbage, furniture, etc. than that, you will have to take it to dumpsters that are set out by the city at specific locations. (In the past it has been Bellevue Park). We will let you know the details as soon as we hear them from the city. If you will not be around on the scheduled pick up day, arrange to have it done or take it to the dumpsters that the city has provided. If we have to move anything, you will be charged a minimum of \$100 plus time. You are responsible for cleaning up garbage that may be scattered by garbage pickers, this should not be an issue because you are only allowed the regular cans. Any fines we receive from the city will be taken out of your deposit.
6. **Utilities:** Call the utility companies and schedule shut off dates and times. We cannot always open our schedule to let them in for you. Barclay Real Estate Management will take care of transferring the water bill to the next tenants. We will read the meter on move out day, report it to the water company and will deduct the final water bill from your deposit.
7. **Keys:** Leave bedroom keys in the bedroom doors and leave front door keys on the kitchen counter.

Everything must be done by the end date of your lease.

There is no time between tenants for you to come back and complete these items.

If you would like for us to walk through the apartment a day or two before your move out date, please contact us to schedule a time.

The deposits will be mailed to **ONE** individual on the lease with a list of any deductions. Please fill out the information below and return it to us one week prior to the end date of your lease. If we do not get this, we cannot return your deposit. All unpaid rent, late fees, utilities, fines and damages will be itemized out so you can determine who owes what. The deposit check will be mailed out 3 to 4 weeks after your lease end date, this allows time for any unpaid bills and fines to be addressed.

If money is owed to Barclay Real Estate Management over and above what the deposit will cover, you will be given a bill and 30 days to pay. After that it will be sent to our attorney for collection.

Deposit Return Information

Current Property Address: _____ Apt: _____

Carpet Cleaning: () *Let us do it and take it out of your deposit* () *We will have it professionally done and provide you with a receipt.*

Mail Deposit too: Name: _____

 Address: _____

 Phone Number: _____

Date /Time your will be completely moved out: _____

Please let us know if you are moving out prior to the end date of your lease so we may get the apartment ready for the next tenants. Thank you.