

Moving Out Procedures

The following lists of items must be completed before scheduling your final inspection.

- All Boxes and Personal Items Must be Removed from the Premise Inside and Out Side.
- All Window and Doors Must be Locked on the Premise.
- All Keys for All Lock Must be Hand Delivered to the Property Manager.
- All Utilities Must be Paid In Full Before Any Final Inspection Can Take Place.
- All Rents/Back Rents Must be Paid In Full Before Any Deposit/Last Months Rent Can be Refunded and Final Inspection Can Take Place.

Please make sure all the above items are complete before scheduling your final property inspection.

Sincerely

Michael Batley

Landlord, Agent for Landlord, Property Manager