

## **Tenants are required to give a 30-day written notice prior to the lease expiration**

We want our tenants to have a smooth transition when moving from one of our professionally managed properties. Therefore, we have provided the following instructions for a proper move-out process. If you have questions, please refer to your lease or call us 720-608-4700.

### **Move-out Process**

An inspection will be done only after all your personal property has been removed and you have cleaned the property. At this time you need to take the keys to the office. We consider you still living at the property until the keys are turned in. Rent will be charged until HighPoint Property Management receives keys and garage door remote(s) – DO NOT leave keys at the property. YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY AFTER ALL KEYS HAVE BEEN TURNED INTO THE OFFICE.

Provide us your forwarding address for the security deposit return. If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease in addition to the lease break fee. However, we will do our best to try and lease the property.

### **Cleaning Checklist**

- Remove all trash and personal items from home and yard including any dog waste
- Clean all appliances (inside and out) including microwave, range hood, etc.
- Clean sinks, cabinets and drawers
- Clean all blinds thoroughly
- Clean floor vents
- Sweep and hose out garage floor
- The carpeting must be professionally cleaned and receipt turned in with keys
- Wash non-carpeted floors
- Wash walls carefully; pay special attention to areas around light switches, hallways doors and baseboards
- Clean all windows
- Secure all screens and remove cobwebs inside and out
- Make needed repairs to screens and screen doors
- Clean and disinfect the bathrooms thoroughly
- Repair or have repaired any damage you or your pets have caused
- Discontinue your phone services at least 24 hours before vacating (if applicable)
- If you are responsible for the lawn care: Mow, trim, weed and remove debris from yard
- Make arrangements to have your trash picked up before you discontinue trash service
- Do not place trash and garbage in the recycle tots, fine may apply