



LETTER TO TENANT MOVE-OUT REMINDER

Thank you for giving us advanced notice that you are moving. We appreciate the time you have spent with us and wish you the best of luck in your new home. Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning all of your security deposit as long as you have fulfilled your agreement with us. The Property Manager will inspect the property using the same inspection sheet as you received when you moved in. The Property Manager will have the final decision to any repairs necessary and what is to be considered "normal wear & tear."

ALL repairs or maintenance items which need to be conducted to return the home to its original condition is the responsibility of the tenant PRIOR to move out. Any conditions which are not repaired prior to move out, will result in charges to the tenant. A list of these charges can be found in your original lease agreement.

Specifically, you should:

- Entire home should be cleaned and free of trash.
- Begin to put out all unwanted items for trash or special pick-up. (Avoid piles of debris in front of your home on moving day.)
- Remove all food, debris, and other personal belongings from the property. Any items left in or at the property after your lease ends, becomes the property of Pope Properties, LLC immediately. Excess garbage or belongings left at the premises could result in additional charges.
- Clean refrigerator and freezer. Leave plugged in, running on normal settings.
- Clean stovetop, burner trays, oven, dishwasher and any other appliances.
- Replace any burned out light bulbs.
- Clean all floors and vacuum carpeting.
- All carpets need to be professionally cleaned.
- Clean windows, window frames, and glass.

Pope Properties LLC

PO Box 99
Greenwood, MO
64034

Phone: 816-274-1726

popepropertiesllc.com



- Get final reading on all utilities. You will not be reimbursed for any amounts you have paid past your move out date. Do Not Disconnect Any Utilities. You will be charged for any reconnection fees.
- Report any and all damage in writing.
- Upon leaving, please be sure to fully secure the rental by locking all windows and doors. Contact us at 816-274-1726 to schedule a time to return your unit keys.

After you have vacated the rental, it will be thoroughly inspected for compliance with your lease/rental agreement and the expense of excess cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges.

Pope Properties LLC
PO Box 99
Greenwood, MO
64034

Phone: 816-274-1726

popepropertiesllc.com