



# TRUSTMARK PROPERTY MANAGEMENT

## MOVE OUT REMINDERS

Date Notice Submitted: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Move out Date: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Reason for Move Out: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tenant Names: \_\_\_\_\_

\_\_\_\_\_ It is your responsibility to stop your autopay through your tenant portal. If it is not stopped, refund of any overpayment will occur with the release of your security deposit, if any, or within 30 days from the move out date.

\_\_\_\_\_ Rent is charged daily until all keys to the Property are turn in to the office. If you use more than one key to access your unit, two copies per lock must be turned in. Keys must be labeled to identify which lock they fit.

\_\_\_\_\_ Tenant must keep utilities on for 4 (four) business days after moving out to allow for inspection and transfer of service to Colonial Residential Properties. If utilities are not left on, Tenant will be assessed a \$100 service fee and \$ 75 trip charge.

\_\_\_\_\_ Tenant is responsible for unit until all keys are turned into this office. Once all keys are turned into this office, Tenant will not be allowed access to the unit.

\_\_\_\_\_ Any and all garage door opener remotes must be turned in when keys are turned in. If the number of garage remotes turned in at the time of move out is less than were originally provided to Tenant, Tenant be assessed a fee of \$50 for each missing garage door remote.

\_\_\_\_\_ **Do NOT lock keyless deadbolt when leaving unit for the final time.**

\_\_\_\_\_ If we cannot access the unit because of non-working keys, locked keyless deadbolts or any other reason not due to our negligence, the tenant will be charged:

Rent, daily, until access is gained (HOLDOVER)

Locksmith or other vendor charges to gain access

Trip charges for the inspector (\$75) and the Property Manager (\$75)

\_\_\_\_\_ Move out pest control for ants and roaches must be professionally completed no more than 30 days prior to move out. If there was a pet(s) on the property, move out pest control plus flea treatment must be professionally completed. Failure to complete the move out pest control will result in a pest control charge of no less than \$75.

\_\_\_\_\_ Any satellite dish you had mounted on a pole in the yard must be removed from the yard when you vacate. Failure to remove any satellite dish will result in a satellite dish removal charge of no less than \$50.

\_\_\_\_\_ Cleaning and carpet cleaning must be completed regardless of the condition of the property upon move in. Move out Carpet Cleaning must be professionally completed. If there was a pet(s) on the property, move out carpet cleaning must include pet enzyme throughout. Failure to complete the appropriate move out carpet cleaning will result in a carpet cleaning charge of no less than \$100.

\_\_\_\_\_ Original receipts for professional pest control, professional carpet cleaning (and professional cleaning, if applicable) must be received at the time keys are turned in. If not received, it is considered not completed and tenant will be charged for those services to be completed. *Any of these services not completed to our standards, will result in the assessment a \$50 processing fee **per service**, in addition to fees charged for those services.*

\_\_\_\_\_ Tenant is responsible to mow the grass and trim hedges, bushes, trees, etc. Failure to mow the grass and trim hedges, bushes, trees, etc will result in a yard maintenance charge of no less than \$50.

\_\_\_\_\_ All trash, debris and items (including furniture) must be removed from the property. Trash cans are to be emptied prior to turning in keys. No trash, debris or items (including furniture) are to be left on the curb or by dumpsters (if applicable). Failure to comply will result in a trash removal charge of no less than \$50.

\_\_\_\_\_ Tenant acknowledges and understands the reminders above and received the move out packet.

\_\_\_\_\_ Tenant is aware that the disposition the security deposit could be delayed if they vacate the property prior to lease expiring or if the Tenant fails to provide a forwarding address upon move out.

\_\_\_\_\_ Tenant must get our prior written approval to change or retract a previously approved move out date.

\_\_\_\_\_ Tenant may not hold over beyond the above move-out date.

**Neither Trustmark Property Management nor the Landlord agree to any move out date, requested by the Tenant, until such move out date is approved in writing by the Landlord.**

\_\_\_\_\_  
Tenant Date Colonial Residential Properties Date

Tenant requests change in move out date to: \_\_\_\_\_ Additional Rent Due: \$ \_\_\_\_\_  
Acknowledged by Tenant: \_\_\_\_\_ Landlord/Agent: \_\_\_\_\_

Tenant requests to cancel move out. Date requested: \_\_\_\_\_  
Acknowledged by Tenant: \_\_\_\_\_ Landlord/Agent: \_\_\_\_\_

**Move Out Reminders (3/21)**