

MOVE-OUT PROCESS

Thank you for renting Sharma Homes

Now that you are moving out, we will pick up keys 9AM on the day your lease expires. Your Lease Agreement requires that you leave the property in a clean and undamaged condition. We have every intention of returning your security deposit & Pet Deposit (if any) as long as you have fulfilled your agreement with us. The following information is provided to help you get your security deposit returned without any misunderstandings.

- Per Lease agreement, your security deposit will be mailed to the forwarding address within 21 days after the move out inspection.
- Co-operate with showing of the property for rental, keeping it in a presentable condition.
- Tenants are not permitted back on the property after vacating.
- Call Utilities companies and arrange for final reading
- Please provide the post office with a forwarding address. You can do this on line at www.usps.com.
- Clean your unit. Start this well in advance. Since keys are due by 9AM, do not wait until the day the lease expires. Review our Cleaning Check List for a cleaning guideline to maximize your deposit refund.
- Do not leave any furniture at the property or curb. You must schedule to dispose of these at a proper location.
- By 9AM on the day your lease expires, return keys, mailbox keys, storage keys, garage door openers, etc. to us. Keys not received by 9AM on your lease expiration day may be charged a \$100 late fee in addition to the cost of any delay in rescheduling vendors or delay in the future tenants move-in time. Our turnover times are quick and we often have vendors scheduled to enter the unit that afternoon.
- You will be responsible for any damages or painting that are not considered normal wear & tear AND are not documented on the move in checklist.
- **Remember, you cannot use your deposit as your final month's rent.** If you fail to pay rent for the last month of your stay, your delinquency will be reported to the appropriate credit bureaus. We may also pursue legal action for back rent owed.

SECURITY DEPOSIT: In order to prevent any misunderstanding regarding your refund, move out instructions and procedures are enclosed. You must provide your landlord with a forwarding address in writing or email. Below are few examples of Normal Wear and Tear and Damage. You will be responsible for property Damage (if any).

Normal Wear and Tear

Worn Carpet and linoleum

Cracks in walls caused by settling

Faded or blistered paint

Garbage disposal that stops working
Because of motor

Grout on bathroom tiles cracked

Damage

Stained carpet and linoleum

Holes and dents in walls caused by
carelessness or accident

Drawings on walls or unapproved painting
by Tenant

Garbage disposal breaks because a
fork jammed inside

Broken bathroom tiles

Laminate top separated from countertop
Loose door handles

Burns and chips in laminate countertop
Missing door handles

EARLY VACATE & RE-RENTING: If you leave early, please notify us, turn in your keys, and we will be able to perform the walk-through inspection, and we will be able to return your deposit sooner. If we are able to re-rent your unit within your time of obligation, you will get the rent for the overlapping period refunded to you.

KEYS: All keys to the property need to be returned. Your property will not be considered vacant until we have received your keys. Garage door openers should be handed over to the property manager. There is a \$40.00 fee if no keys are returned and a \$75.00 fee if garage door openers are not left at the property.

MOVE OUT INSPECTION: It is not necessary for you to be present during your move-out inspection although we prefer to have mutual walk out process. Although, If you would like to be present during your inspection, please call the office at least 3-5 days in advance to schedule your Move Out Inspection. If the inspection is not scheduled, or you are not ready when inspector shows up, then it will be performed after you vacate the property.

LARGE ITEMS DISPOSALS: Please coordinate with city large item disposal. These cannot be put in the curve before 12 hours of the pickup days. City may access fine which you will be responsible. Please visit our website or call City of Madison/ Fitchburg / Verona to check pickup schedule.

If you have any questions, feel free to call us at 608 620 3122 or visit our website for more details at www.SharmaHomesLLC.com. Thanks.

SAMPLE MOVE-OUT CHECKLIST

1. ___ All keys are to be returned to the office for the property to be considered vacant
2. ___ Hand over the garage door openers to the property manager
3. ___ All floors swept, washed, and waxed
4. ___ All walls & ceilings dusted down & all dirt, smudges, & grease washed off
5. ___ Wash down all baseboards, woodwork, and windowsills
6. ___ Clean and wash all light fixtures and vent covers
7. ___ Thoroughly clean all bathroom fixtures - toilet (s), bathtub (s), showers, sinks, and cabinets
8. ___ Kitchen, Clean, wash inside & outside, removing all dirt & grease including kitchen sink & fixtures
9. ___ Clean behind & between stove and refrigerator area
10. ___ Clean storage area
11. ___ Sweep & wash hallway floors and dust hallway walls
12. ___ Vacuum carpets, they will be professionally cleaned after you move out (if you have them professionally cleaned you must provide a receipt when you turn in your keys)
13. ___ Clean closets, shelves, & rods wiped down
14. ___ Clean all windows, storms, screens, and return them to their proper place
15. ___ Remove all items from attic, crawlspace, basement, yard, shed, etc.
16. ___ Lawn, garage, outbuildings, to be free of all trash, rubbish, cigarette butts, and personal property
17. ___ Lawn trimmed and cut properly, including removal of leaves
18. ___ All trash and garbage to be removed from property – ONLY pile up large items at the curb during large item pickup weeks (refer to city website)
19. ___ Remove all garbage from property before your inspection
20. ___ Do not remove phone jacks, picture hooks, or curtain rods and brackets
21. ___ Repair or replace any broken door stops
22. ___ LIGHT BULBS – ALL light fixtures are to have working light bulbs in ALL bulb sockets
23. ___ Smoke alarm(s)/ Carbon Mono Oxide will be in working order with good battery
24. ___ Remove any satellite dishes and seal all holes caused by the installation
25. ___ Please call the water utility and pay off your current bill
26. ___ Menards Conco 3000 Bright White paint can be used for touch up (if needed)