

A GUIDE TO VACATING YOUR RENTAL UNIT

So it's time to move out? We at Wolf & Kline wish you the best and offer the following checklist that will help ensure a timely return of your security deposit.

- Clean the entire premises** including all appliances, bathrooms, closets, baseboards, fixtures, windows and sills. Blinds and cabinets should be clean and in good working order.

- Remove all personal belongings** including cleaning supplies.

- Replace all burned out light bulbs** with matching bulbs.

- Upon vacating, **all carpets must be professionally cleaned** and a copy of the paid receipt submitted.

- All trash must be removed from the property.** No oversized items may be placed in or outside of dumpsters. Items that do not fit in the dumpster (if applicable) must be disposed of off the premises.

- Heating/Cooling settings:** From October through April set heat to 60 degrees. From May through September set Central Air (if unit has C/A) to 80 degrees.

- Contact utility companies** to end service in your name and provide forwarding address for final bill.

- Provide forwarding address** to Wolf and Kline Property Management in writing at time of key return or via email at info@wolfkline.com.

- Return all keys and garage door openers** (if applicable) to our office.

- Discontinue auto payments to prevent future drafts.** If the final month's payment is a prorated amount, discontinue the auto draft prior and submit a final prorated payment.

