

## END OF LEASE INFORMATION/CHECKLIST

Refer to you lease for your end date/time.

*Please keep this to refer to until your lease has ended and you have moved out. This is not intended to be unpleasant, only to clarify expectations and to eliminate confusion or disagreements later.*

- PAY YOUR LAST MONTH'S RENT** - It is illegal for you to apply your deposit to rent. Last month's rent is not prorated. The payment represents 1/12 of the full lease term's total rent.
- PLAN AHEAD**
  - DO NOT SHUT OFF ELECTRICITY BEFORE THE END OF THE MONTH.** This is to allow our cleaners to use vacuums and other equipment.
  - Go through furniture and belongings sooner rather than later.
  - Donate unwanted items to ReStore, Goodwill, or a CSWD drop off center (Goodwill does shut down donation centers when there is high volume, often around the end of the month).
  - Submit maintenance requests for things like **missing keys, smoke detectors, wear and tear, or any outstanding tasks** that were not completed during your time in the apartment.
- CLEAN** - **Inadequate cleaning is where the most deposit dollars get lost!**
  - Emptying any storage areas, basements etc.
  - Dusting (wet rag or sponge) window sills, baseboards, heaters, etc.
  - Vacuuming all floors. Mopping hard floors, vinyl, tile, wood. Get into corners and under heaters, refrigerators, stoves etc.
  - Thorough cleaning of fridge, stove, oven, counter tops, toilet, tub/shower, sinks, cabinets inside and out.
  - DO NOT SPACKLE ANY WALLS.
- TRASH** - **Any furniture left behind will result in significant security deposit deductions!**
  - All trash must be inside a receptacle - any trash that is not IN the receptacle results in fines from the city and will be taken from security deposits.
  - Hold your neighbors accountable. If you see people in your building putting items in front of your building, tell them to put it elsewhere. Disposal of items left behind will be billed equally to all departing tenants deposits.
- END OF LEASE**
  - You are required to have moved out all your belongings and cleaned the apartment/house **by 8am.**
  - Leave ALL keys on the kitchen counter - lock the door, slide the last key under the door.
  - DO NOT GIVE NEW TENANTS KEYS or let them move anything in.
  - File a change of address with the post office so that any old mail is forwarded to your new home.
- SECURITY DEPOSIT**
  - Email [info@fiveseasonsmanagement.com](mailto:info@fiveseasonsmanagement.com) to indicate to **whom** and at **what** address the deposit check should be sent.
  - The apartment's deposit will be returned in **ONE CHECK**, by mail, no later than 14 days after the lease expires.