

FIREBIRD HOUSING SPECIALISTS

ADVICE TO RESIDENTS PRIOR TO MOVE-OUT

Prior to your moving in, the premises were cleaned, inspected and were in a rent-able condition. In order to receive the maximum refund of your Security Deposit, the premises and yards must be returned clean and undamaged.

The following will be helpful in leaving the property to ensure the maximum refund of your deposits.

1. **It is very important that you return your keys and remotes to the office at the time of move-out.** Ensure the keys and remotes are marked with your property address. If you do not return the keys and remotes and leave them at the property, you will be responsible for rent house re-keying charges.
2. Refer to your inspection sheet that was completed by the manager or yourself so that the property is returned in the same condition.
3. You should remove any debris or garbage from the property, carpet clean (per your lease) and take care of any out of the ordinary cleaning (pet hair, pet urine stains or damages, pest infestations, carpet stains, excessive bathroom and kitchen cleaning).
4. Correct any damages done to the property while you were residents that would not be considered normal wear and tear – but do not paint or touch-up paint.
5. The most common deduction from deposits is yard cleanup. Be sure that desert yards are weeded and raked and grass yards are mowed short, trimmed and weeded. Shrubs and trees should be pruned properly. Pet droppings must also be removed.
6. Remove all nails but **DO NOT** spackle the holes or touch-up paint the property. If you used any molley or anchor bolts you will be responsible for its repair.
7. Per your lease agreement, you are responsible to have the carpets professional cleaned at time of move-out. A receipt from a Professional Carpet Cleaning company is required.

During the last weeks of occupancy we ask your cooperation in allowing us to show the property to prospective new residents. We will be calling to set appointments at your convenience to view the property and will do our best to keep their visits short as possible. After you have removed your furniture and personal belongings and had the carpets cleaned, please lock the property securely, personally drop off the keys and your new address to this office. **REMINDER: KEYS MUST BE RETURNED NO LATER THAN 5:00PM ON THE LAST DAY OF THE MONTH.** The property will then be inspected and the necessary forms will be completed to refund your Deposit. The Security Deposit will be mailed to you at the new forwarding address within fourteen (14) business days.

Thank you,
The Firebird Housing Property Management Staff