



1630 W. Walnut Springfield, MO 65807
Office: (417) 832-0885 Fax (417) 831-2275
Email: Michelle@AtHomeHere.com
On the Web: www.athomehere.com

Move out reminder letter

Please remember that you will need to be completely out of the property with it clean and undamaged by the following date and time:

_____ pm on _____

If you plan to move before this time and date PLEASE let us know ASAP by calling 417-832-0885!

Please bring the keys to our office at the address above. Failure to remove all of your personal property and have keys back to us by the time and date listed above will result in another months rent being charged to your account. Make sure you make plans to be completely moved out of the property **NO LATER** than the time listed above.

***** If you pay online and have an automatic payment that pulls before the first of the month you will have to turn it off yourself for the payment not to pull from your account. If this happens the funds are not refunded until the deposit disposition 30 days later (example you pay on 6-28 for 7-1 rent) All other auto payments will turn off after the last day of your lease. *****

(We have attached a Deposit Restoration Charges form. Please see your copy of the lease for a signed copy.)

Below are some items to double check before you leave to make sure they are done to help keep the costs of repairs down and more of your security deposit coming back to you:

- All light bulbs are working
- All items and trash are removed from the property (hauling anything to the dump for labor and material has ranged from \$60 to \$300 in the past depending on what is left behind)
- Clean all appliances, including the stove and refrigerator.
- Check your garbage disposal to make sure nothing fell into it while packing.
- Double check all cabinets – its easy to over look something you want to keep.
- Please vacuum all floors so that the carpet cleaners do not have to charge for pre-cleaning.

Normal items to expect on your deposit disposition: (Please be aware that every make ready is different and we only charge you the bills necessary to reinstate the unit. There is no up charge.)

- Cleaning (Starts at \$40 and goes up from there)
- Carpet Cleaning (Starts at \$50 for a 1 bedroom apartment and goes up from there)
- Make Ready Charges (Can include but are not limited to filling nail holes, replacing broken or missing blinds, touch up paint, replacement of bad or missing light bulbs, etc.)
- Charges for large damages. (Such as large holes in the walls, stains in the carpet, broken windows, pet damage etc.)

If you would like to do a walk through of the property with us that should be requested in writing by either coming by the office and dropping it off or emailing us at athomemgt@gmail.com. We will then get in touch with you to set up a time. **Security Deposit Refund amounts will not be determined at the time of the walk through.** Deposit dispositions will be mailed to the forwarding address you give us or the last known address within 30 days of move out.

Thank you!
Michelle Gipson
At Home Real Estate Services