



## Attentive Realty & Property Management LLC

7473 W. Lake Mead #100 Office 213, Las Vegas, NV 89128

Phone 702 562-1291 Fax 866-226-6958

### MOVE-OUT CHECKLIST:

**\*\*To ensure the maximum amount of return of your deposits, please follow this checklist.**

- Read this Move-out Package in its entirety.
  - Any questions should be directed to Attentive Realty & Property Management (702) 562-1291. We are happy to help make the transition as smooth as possible. Communication is the key to success!
- Turn in 30-day Intent-to-Vacate Form (Separate Form)
  - NOTE: Read this section (see Page 3) carefully, especially in regards to extending the 30 day notice or leaving earlier than the 30 day notice.
- Utilities
  - Schedule turn-off for **3 BUSINESS DAYS AFTER** the last day of your lease (contact information sheet is attached). **Turning in of copies that final bills have been paid for Water, Sewer, Trash is required see note below.** If no Proof is provided an automatic \$300.00 is being kept from security Deposit to cover possible outstanding bills. So, please provide copy ASAP.
- Move Furniture and personal belongings out
  - NOTE: to avoid damaging tile, vinyl, or carpeted floors, be sure to use a dolly and/or lay old carpet over vinyl to move heavy items).

### CLEANING:

- Floors throughout the entire house:
  - Hire professional carpet cleaner to clean carpets once furniture has been moved out. DO NOT rent equipment from a store or use bleach, dye, or any other small portable cleaners as these items do not do a sufficient job. If you would like a recommendation for a professional carpet cleaner, please contact our office at 702 562-1291; we will be happy to assist you.
    - A receipt is required from a professional carpet cleaner at move-out. In the event that your vendor does not do an acceptable job we will either contact your vendor to ensure they are addressing the issues that they have missed, or dispatch our own vendor to get the proper results. We try our best to work with your vendor, so there is no additional charge to you. In case of re-dispatching Attentive Realty will charge a flat fee of \$25.00 to make the Service call.
  - Swept floors (including garage and outside front porch and back porch)
  - Mopped floors (for tile/vinyl floors, be sure to clean up all stains and marks)
- Windows (inside and outside)
  - Window coverings
  - Window sills

- Cabinets (inside and outside)
  - Be sure to remove any loose items that may have been forgotten.
- Drawers (inside and outside)
  - Be sure to remove any loose items that may have been forgotten.
- Appliances (inside and outside not to forget underneath)
  - Refrigerator
  - Stove
  - Oven
  - Microwave
  - Dishwasher
  - Washer/Dryer
- Bathroom
  - Showers/Tubs,
  - Mirrors
  - Sinks
  - Toilets
- Kitchen
  - Sinks
  - Toilets
- Garage
  - Sweep out
  - Remove stains (if applicable)
- Walls
  - Remove all nails
  - Wipe down walls where marks or stains are made
  - DO NOT spackle
  - DO NOT paint
    - If you would like to hire your own painting company (if needed), instead of relying on our vendor, you must match the paint exactly (gloss, flat, etc.)
- Landscaping
  - Weed to be pulled and shrubs to be trimmed
  - Live plants (i.e. no dead shrubs, flowers, trees, etc.)

## FINAL STAGES:

- A walk-through Inspection will be conducted by Attentive Realty & Property Management 1-2 days after turnover of Keys. You may drop off all keys etc. to the Office the day of move out. If no one is in the Office you may leave keys at the receptionist Desk in Suit 100 she will ensure we receive all keys.
- If you intend to be there, please note that inspections can last anywhere from 2-3 hours, and you must notify the Office 1 week prior to the end of your lease date to inform us, so that we may inform you of the date of time that we will be available .
- Turn in Keys
  - House Keys
  - Mail-box Keys
  - Garage Door-Opener
  - Gate Keys
  - Or any other keys that you received at time of move in
- Turn in proof of Professional Carpet Cleaning payment
- Turn in proof of Water, Sewer, and Trash final Payment has been done. It is a requirement, or automatic forfeit of \$300.00 to recover possible outstanding Utilities.

## MOVE-OUT GUIDELINES and additional information

We want to help make your upcoming move as smooth as possible and to provide you with the best opportunity to get the most, if not all, of your deserved deposits back to you.

To do this, please be sure to submit your **30-day Intent-to-Vacate Form** (30 days prior to your intended move-out). You may turn this into the office either by dropping it off to us, faxing our office (866) 226-6958, or via email (ARPMAdmin@attentiverealty.com)

If a **30-day Intent-to-Vacate** form is not completed and turned in, the tenant is responsible for all rent until new tenants are accepted. Additionally, late fees and other turnover costs could apply.

To ensure the most return of your deposit, the property should be cleaned satisfactorily. The checklist on the first two pages of this Move-Out package provides tenant with best-practices in leaving a clean and orderly home. Tenants who do not perform all the cleaning necessary on our checklist tend to receive much less of their deposits than they would like as services for cleaning, carpets, paint, and damages must be done before deposits are returned. This means that if our office has to hire these services, it will then come out of the security deposits. Please note that a 15% surcharge gets added to work order that we have to provide.

**Rent:** Tenants are responsible for rent up to the 30<sup>th</sup> days of their 30-Day Intent-to-Vacate. Failure to pay the 30 days will result in late fees.

**Example:** On June 1st, Tenant provides Attentive Realty & Property Management their 30-day Intent-to-Vacate Form, effective 30 days later would be June 30<sup>th</sup>. Rent is due for the entire month.

**Extensions:** If the tenant wishes to stay longer than the original specified 30-Day Intent-to-Vacate indicates, he or she must first contact Attentive Realty & Property Management to ensure that staying past the original 30-Day Intent-to-Vacate is acceptable.

If the extension is acceptable, tenant must modify their original 30-Day Intent-to-Vacate with the new date. Additionally, tenant is responsible for paying rent for additional days.

**Example:** Tenant gave notice on June 1<sup>st</sup> to move out on June 30<sup>th</sup>. Tenant found out later that they actually cannot move out until July 15<sup>th</sup>, extending their stay an additional 15 days. Tenant called the office, spoke to the Manager/Broker for acceptance of the change and then modified the original 30-Day Intent-to-Vacate form with the new move-out-date of July 15<sup>th</sup> including new signatures and date. Tenant then (or on the 1<sup>st</sup> of July) paid the additional days.

**Early Move-Out:** If tenant vacates before the end of the 30-Day Intent-to-Vacate, tenant should notify Attentive Realty & Property Management to schedule Move-out Inspection, turn in keys, and show proof of utility payments (see checklist, pages 1 & 2). Attentive Realty & Property Management will market property until new tenants are found.

Tenant is responsible for all rent stipulated on the 30-Day Intent-to-Vacate. If new tenants move-in before end of previous-tenants 30-day Intent-to-Vacate, previous tenants will receive a refund for those days already paid.

**Example:** Tenant gave notice on June 1<sup>st</sup> to move out on June 30<sup>th</sup>. Tenant found out that he or she could move into their new place on July 10<sup>th</sup>. Tenant is still responsible for paying July 1-10<sup>th</sup> on or before July 1<sup>st</sup>. However, if new tenants move into the home on July 6<sup>th</sup>, previous tenants will receive a refund for July 6<sup>th</sup>-July 10<sup>th</sup>.

**Marketing:** Once we receive the 30-Day Intent-to-Vacate, Attentive Realty & Property Management will begin marketing the property. With your permission, potential tenants interested in seeing the property will be allowed access one of two ways.

- 1) Showings will be scheduled with you and agents.
- 2) Showings can occur without you home through the placement of an electronic lock-box placed outside the front door.
  - Note: In order to place an electronic lock-box on the property, we will email you a lock box release form to complete. It will be send to you via Docu-sign electronic signature
  - Also, electronic lock-boxes do not affect your coming and going as they do not block the use of doorknobs or keys. They do automatically lock at night until the next day so that no one (not even the agents or us) can open the lock-box to gain access to the property. Agents have electronic keys with pin numbers, which change every day; the agents must update these online every day or they will not work. The electronic lock-boxes also track who enters and what time.

**Move-Out Inspection:** If you intend to be there, please note that inspections can last anywhere from 2-3 hours, and you must notify the Office 1 week prior to the end of you lease date to inform us, so that we may inform you of the date of time that we will be available The unit should be completely vacated and clean (see checklist for detailed information, page 1). If the property is not vacated or properly cleaned, there will be no follow-up appointments made, and vendors hired to properly clean or remove trash left behind will be charged to the previous tenant. If Property has a move out date and home is not ready for turn over- Rent applies for the days over by 150% and a Property Management Company missed appointment fee of \$75.00 applies for each trip. Regardless if Tenant is at Property or not.

**Damages/Cleaning:** Tenant shall be charged for repair of all damages/cleaning, unless otherwise noted on the Move-in inspection sheet. A 15% Service charge may also be added to any work order needed to get the home ready.

NOTE: Move-in inspection sheet is provided to the tenant upon move-in and requested back to our office within 30 days with tenant(s) signature and date. A copy of the move-in inspection sheet is available to the tenant to retain at the property. Retaining the Move-in Sheet is important to ensure that tenants are not held responsible for damages that were not reported to Attentive Realty & Property Management within 30 days of move-in.

**Example:** Tenant moves into the property and notices blinds are missing. Tenant fails to turn in Move-in Inspection sheet within 30 days of move-in. Upon move-out inspection, tenant could be charged for missing blinds (as Attentive Realty & Property Management were never aware and did not have documentation stating otherwise upon tenant's initial move-in).

**Utilities:** Please be sure to leave all utilities on until 3 days after 30-Day Intent-to-Vacate date. This is per the lease agreement you signed before moving into the property. The reason for this is that Attentive Realty & Property Management must inspect all appliances, AC Units, heaters, etc.

**Example:** Tenant is scheduled to move out on July 31<sup>st</sup>. Utilities should be scheduled to turn off on August 3rd.

**Utilities—Proof of Payment:** As of January 1, 2011, Attentive Realty & Property Management requires proof of payment to Utilities **before** returning any of your deposits. The reason for this is that the Utility companies are not allowing new tenants or the owner to turn on utilities until the charges accrued to the property are paid in full. Final Payment Receipts will have to be provided to Attentive no later than 15 days after move out. If Attentive Realty and Property Management has to make the calls to ensure payment was made in full an automatic fee of \$35.00 will be assessed to your account per utility Company that we have to contact for you. **So we urge you to provide us with Proof as soon as possible**

**Keys:** Tenant may be charged additional days rent until all the keys, garage-door opener, mail-box keys, gate keys, etc. are turned in. Additionally, the tenant may also be charged to change the locks.

NOTE: Do not leave behind keys in the house, under a mat, or with a neighbor. Keys must be turned into our **office. Please, also make sure all doors, windows, and garage doors are closed and locked.**

**Example:** Tenant gave notice to move out on July 1<sup>st</sup> but did not turn in keys until August 5<sup>th</sup>. Tenant may be charged an additional 5 days and may also incur late charges.

**Other Possible Fees:** Other possible fees that could be incurred include the following:

Replacement Keys - \$50.00

Lock change \$150.00

Garage Door transmitters \$75.00

Gate Opener transmitter or cards \$75.00

Drive way cleanup (2 car driveway) \$150.00.

Attentive Work order Service Fee of 15% on every work order that Attentive has to service

**Security Deposit:** You can expect to hear from us within 30 days of the day you turn-in keys or the date of your last payment. Please provide us with a forwarding address so we do not encounter any delays in getting information and/or deposits back to you.

**In case of an Eviction:** Your belongings should be moved out on the day of the constable lockout. However, if your belongings are still in the home at the time of lockout, a 30-day notice for the storage of your personal belongings will be sent to you. This is in accordance with NRS 118A.460 (a).

To retrieve your personal belongings please call 702 562-1291.

If you have not retrieved your personal belongings before the 30 day deadline as allowed for by NRS 118A.460 (a), then you will have an additional 2 weeks to retrieve your belongings per the “2-week disposal notice” included in the original 30-day notice.

In accordance with NRS 118A.460(b), Attentive Realty & Property Management reserves the right to dispose of the abandoned items as a way to recoup loss of rent and other fees related to your lease.

Please note that during the time that Attentive Realty & Property Management is in possession of your personal belongings – **additional rent might still apply** in order to recoup loss of rent and other fees related to your lease during the storage of your property; this will be in addition to storage fees for any day that your items are stored. If you have any questions, please contact Attentive Realty and Property Management at 702 562-1291.