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## MOVE-OUT POLICY & MOVE-OUT INFORMATION

We are pleased that you selected our property for your home and hope that you enjoyed living at the home. Although we are disappointed to lose you as a tenant, we wish good luck in the future. The purpose of this form is to make sure that your move-out goes smoothly and we end our relationship on a very positive note! The terms and conditions of your signed Residential Rental Agreement and any extensions and/or renewal agreements thereof supersede any conflicting information found herein. Please read the enclosed information carefully to help you with the move-out process and to maximize the refund of your potentially refundable security deposit.

1. **NOTICE TO VACATE:** Tenants must complete in writing and turn into the office a Thirty-Day Notice to Vacate Form. These forms are available to be filled out at the Mega Agent Rental Management Georgia LLC website ([www.MegaAgentRentalsAtlanta.com](http://www.MegaAgentRentalsAtlanta.com)) or can be picked up at the office. If tenants do not provide a written notice this may cause tenants to be responsible for all rents until new tenants are accepted, late fees and other turnover costs could apply.

2. **RENT:** Tenants are responsible for rent and all charges / fees up to the 30th day of their 30-Day Notice to Vacate or the end date of your tenancy, whichever is later. **Failure to do so will result in late fees.** Rent is always due on the 1<sup>st</sup> and will be charged a late fee on the 6<sup>th</sup> day of the month if rent is still unpaid. You will be responsible for all rent until all keys and garage door openers are returned to Mega Agent Rental Management Georgia LLC.

3. **EARLY MOVE OUT:** If Tenant vacates before the 30th day of the notice to vacate, Tenant should notify Mega Agent Rental Management Georgia LLC and turn in all the keys, garage door openers, and/or mailbox / pool keys (*or pool key cards*) early. Tenant is still responsible for all the rent until the move out date, which is the end date found in the Rental Agreement / Lease. Mega Agent Rental Management Georgia LLC will continue to attempt, if the house is still for rent, to prepare the unit for new tenants. If new tenants pay any portion of the old tenants "*rented days*" before the move out date occurs, pro-rated rent shall be given back to the old tenants along with any Security, Cleaning, and Damage Deposit accounting statements and any applicable refunds. Deposits and Accounting Statements will be delivered to the Tenant within 30 days after termination of tenancy and delivery of possession to the Landlord / Agent.

4. **SURRENDERING THE PROPERTY:** Moving is exhausting and hectic, however it is your responsibility to let us know that you are completely moved out and to return all keys, garage door openers and/or mailbox / pool keys (*or pool key cards*) to **Mega Agent Rental Management Georgia LLC, 204 River Marsh Ct., Woodstock, GA 30188 (678) 549-4194**. Remember that **you do not surrender the property by merely moving**. You have surrendered the property when you have removed your belongings, returned the keys and garage door openers to Landlord / Mega Agent Rental Management LLC and have completed your cleaning and/or repairs. If for any reason you do not surrender the keys etc on or before the last day of your tenancy, you will owe rent for all additional days that we do not have the keys and garage door openers.

5. **CONDITION OF THE PROPERTY:** You are responsible for the condition in which you leave the property. It is our sincere desire to enter the property you have left and have it ready to re-rent immediately. To help increase the possibility of receiving a full refund of your security deposit, make sure you follow the provided information carefully. Incomplete work or missed details will require us to hire an appropriate crew / contractors to finish the work to make the unit / home ready to rent to new tenants. We cannot delay re-renting the property; therefore you may not have the opportunity to return to complete unfinished work. If contractors hired by the Landlord or Mega Agent Rental Management Georgia LLC or we have to complete any maintenance and/or cleaning associated with the move out, a minimum \$60 fee may be assessed for supervising the maintenance or cleaning. Additionally, the Tenant may be charged a \$60 re-inspection fee for each trip to review all repairs and/or cleaning that needed to be done due to Tenant's unfinished repairs or cleaning at move-out.



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6. **FORWARDING ADDRESS:** We must have a valid forwarding address from you to efficiently return your security deposit accounting. **It is the Tenant's sole responsibility to provide the Landlord / Mega Agent Rental Management Georgia LLC with a forwarding address** prior to the end of the Tenant's tenancy. Without a forwarding address from you, Landlord / Mega Agent Rental Management Georgia LLC will mail your security deposit accounting to the address of the rental home that you are currently leasing and as referenced in your Rental Agreement / Lease. **We are required by law to mail security deposit accounting statement and any refund of the Security Deposit within 30 days of the termination of your tenancy and delivery of possession to the Landlord/ Mega Agent Rental Management Georgia LLC. Please do not contact us regarding your deposit accounting until the 30 days have passed.**

7. **POWER / UTILITIES:** Tenant is solely responsible for making sure that they disconnect any and all utilities in a timely manner at the end of their tenancy. Tenant is financially responsible for all utilities until those utilities are disconnected at the end of the Rental Agreement / Lease. **DO NOT DISCONNECT OR TRANSFER POWER ANY EARLIER THAN END OF RENTAL AGREEMENT /LEASE DATE.**

8. **SHOWING THE PROPERTY:** You are under no obligation to show the property on our behalf to anyone who may inquire due to either our marketing efforts or the FOR RENT signs. Please direct all inquiries to us so that we can schedule an appointment for interested parties to view the property. A lockbox will be placed at the property for agents to access the home. You will be notified of all showings.

## Things You Can Do To Maximize The Return Of Your Security Deposit

The following information and checklist is for you to use in maximizing the amount of the security deposit that can be returned to you. It is important to refer to the checklist and it is often helpful to walk through the house with the list to double check all points. This list is for reference purposes and doesn't include all possible situations that would result in a Tenant being charged for cleaning or damages. It is less expensive to do all the cleaning and certain repairs yourself, assuming they are done properly and are allowed to be done by the Tenant as referenced in your Residential Rental Agreement / Lease and Tenant Handbook.

1. Remove all personal items and trash in and around the house and the garage prior to the last day of occupancy, show on the first page of this letter. Be sure that it is hauled away.
2. Clean the house, garage, porch, patio and yard. The property must be ready for the incoming tenant to occupy. Check and double check the cleaning checklist and repeatedly go back over the unit. Areas that are missed will be cleaned by a cleaning crew and the cost of said cleaning charged against your deposit. If you hire a cleaning service, you are still responsible to provide them with appropriate standards and to check for yourself that the cleaning is complete.
3. Have all carpets professionally cleaned by \_\_\_\_\_. Present the carpet cleaning receipt to Mega Agent Rental Management at move-out inspection or when you return the keys to Mega Agent Rental Management Georgia LLC. "Rented" self-service carpet cleaning equipment will NOT satisfy the carpet cleaning requirement. Vacuum carpets thoroughly. You will be charged for vacuuming if it is not done appropriately. If you have pets be sure to remove all hair and dander.
4. Clean all light fixture covers and fans. Ensure all the light bulbs are the proper size / type etc and in good working order.
5. Mow and edge your lawn, rake and remove leaves, de-weed the flower beds / natural areas and ensure that all flower beds have the proper level of mulch or pine straw. Additionally, the yard should be free of any fire ants. Remove all trash, lawn clippings and compost piles. Landscaping / Yard Work will be hired out by Landlord / Owner / Manager at your expense if it is not completed by the last day of your occupancy. You are also required to remove all pet waste in and around the property, as well as correct any damage, holes in yard, fence damage, paw marks or other evidence they might have left behind.
6. Do not do any wall patching, touch up painting or other repairs, as the appropriate contractor will handle these. Please do not do any patching of holes in the walls. If poor patching is done or touch up painting is done by the tenant, it might mean extra painting, which you will be charged for.
7. Make sure there is no damage to the home, appliance, landscaping, driveway, and/or out-building that wasn't there at move-in.
8. Reference the suggested cleaning checklist on the following pages to guide you in doing a thorough move-out cleaning.
9. Contact all utility companies and schedule the disconnection or transfer of all of your utilities. **DO NOT DISCONNECT OR TRANSFER POWER ANY EARLIER THAN END OF RENTAL AGREEMENT LEASE DATE.** Also, cancel any newspaper subscriptions and provide post office with a change of address form.



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10. All keys, garage door remotes and/or mailbox / pool keys (or pool key cards) MUST BE returned to Landlord / Mega Agent Rental Management Georgia LLC on your last day. **YOU WILL BE CHARGED FOR ALL KEYS, GARAGE DOOR REMOTES AND/OR MAILBOX / POOL KEYS (OR POOL KEY CARDS). YOU WILL BE CHARGED FOR ANY MISSING REMOTES PLUS THE COST TO REPROGRAM THE OPENER.**

11. Make sure that all personal property including furniture, motor vehicles and all other items are not left on the property after move-out. Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at YOUR expense.

**CONTACT MEGA AGENT RENTAL MANAGEMENT GEORGIA LLC**

**(678) 549-4194 or [Drew@MegaAgents.com](mailto:Drew@MegaAgents.com)**

**If you have any questions!**



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## MOVE-OUT SECURITY DEPOSIT ACCOUNTING FORM

We will issue the security deposit refund check in the name of **one** specified tenant. Please fill out the applicable sections below and have all of the tenants that are signed to the Rental Agreement / Lease sign and agree to this form. Specified tenant shall provide a forwarding address. The security deposit refund check will be made payable to the one tenant listed below, unless all tenants notify the Landlord / Agent / Manager, in writing, to return the Security Deposit to another tenant. It is the tenants' responsibility to equitably distribute the security deposit refund and to share with the other tenants a copy of the final accounting statement provided with the security deposit refund check (if any) .

Should a tenant(s) disagree with the move-out changes deducted from the security deposit, they may submit a dispute of changes in writing via US mail (*Email not acceptable*). The dispute must provide detail for each item being disputed. Once Mega Agent Rental Management Georgia LLC is in receipt of your written dispute, we will respond within 30 days.

**Return this form to Mega Agent Rental Management Georgia LLC no later than the date of your move-out.**

Leased Property Address: \_\_\_\_\_

Name of Tenant to make Security Deposit Refund check payable to: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUGGESTED MOVE-OUT CLEANING CHECKLIST

### GENERAL:

1.  Make arrangements to have your trash picked up before you discontinue service
2.  All personal property including mattress, couch, TV, and computer must be removed including all trash. Any items left at the property will be hauled away at your expense.
3.  Clean all stainless steel appliances with stainless steel cleaner only, granite counter tops with granite specific cleaner only, and hardwood floors with hardwood specific cleaner only.
4.  Replace any burned out light bulbs (same type of bulbs that was there at move in) and replace any HVAC filters and batteries in smoke detectors if needed.
5.  Remove any satellite dish or systems that were put in by you at property
6.  Make sure sprinkler system is working and sprinkler heads are not in need of replacing
7.  Clean all windows, secure all screens, and remove cobwebs inside and out
8.  Do not place trash and garbage in the recyclable cans (*fines / charges may apply*)

### ALL ROOMS:

9.  Clean out all closets and wipe down shelves
10.  Remove cobwebs
11.  Wipe down baseboards, doors, and door frames
12.  Clean all floors, walls, ceilings, and vent covers
13.  Clean light switch and electrical outlet covers
14.  Clean ceiling fans and fan blades
15.  Clean windows, window sills and tracks (most windows lift or tilt out for easier cleaning)
16.  Clean draperies and/or window blinds
17.  Replace any burned-out light bulbs
18.  Remove all tenant installed paper towel holders, adhesive hooks, ceiling hooks, mounted mirrors, etc.
19.  Vacuum carpet and edges by baseboards

**KITCHEN:**

- 20.  Clean stovetop, control panel, and dials
- 21.  Clean hood fan and filter
- 22.  Clean oven including the walls, racks, and broiler pan
- 23.  Clean inside and outside surfaces of microwave and underside filter
- 24.  Defrost refrigerator and freezer
  - \* Do not unplug refrigerator because it can damage the compressor and worsen food odor*
- 25.  Clean inside refrigerator and freezer
  - \* Remove all racks, shelves and drawers, and thoroughly clean all surfaces*
- 26.  Clean inside and wipe down front of dishwasher
- 27.  Wipe down all woodwork in kitchen
- 28.  Clean pantry and wipe down shelves
- 29.  Clean cabinet doors and shelves
- 30.  Clean and wipe out all drawers
- 31.  Clean sink and faucet fixtures
- 32.  Wipe down all counter tops
  - \* Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops*

**BATHROOM(S):**

- 33.  Clean bathtub, shower walls and fixtures
- 34.  Thoroughly clean toilet inside and out
- 35.  Clean cabinet doors and shelves
- 36.  Clean mirror and medicine cabinet
- 37.  Clean soap dishes and wipe down towel bars
- 38.  Clean sink and faucet fixtures
- 39.  Wipe down all counter tops
  - \* Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops*

**FLOORS:**

- 40.  Wash & Wax All Tile, Vinyl & Hardwood Floors
- 41.  All carpets must be professionally cleaned (receipt is required).

**YARD CARE:**

- 42.  Mow Lawn, Edge, de-weed all flower beds and ensure no fire ants in flower beds.
- 43.  Ensure that proper level of pine straw or mulch is in the flower beds.
- 44.  Remove all debris from grounds and storage areas.
- 45.  Make sure all leaves have been raked up and removed from yard.
- 46.  Remove Cobwebs from eaves, porch and door.
- 47.  If you have a pet, the yard needs to be filled in from holes or dog tracking, and all pet waste must be removed.

**MISCELLANEOUS (IF APPLICABLE):**

- 48.  Report known maintenance issues in need of repair to Landlord / Agent before moving out
- 49.  Remove personal property from deck or patio and sweep
- 50.  Remove padlock and clean out storage units
- 51.  Empty and sweep out garage
- 52.  Replace any burned-out light bulbs in garage and/or garage remote/keypad batteries
- 53.  After everything is moved out and cleaned, walk through the property one last time to ensure no areas are missed and no property is left behind in cabinets, drawers, closets, etc.

**Thank you for following this checklist to ensure a smooth move out process!**