



Date: \_\_\_\_\_

**Tenant Vacating Procedures**

Tenant: \_\_\_\_\_

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

Property Manager: \_\_\_\_\_

The following are vacating procedures to insure termination of your lease, inspection of the property, and an easier check-out for all.

1. We will need an address to forward your security deposit. You will receive an accounting within fourteen (14) to sixty (60) days of vacating the property or termination of your lease; whichever is later. **DURING THIS 60 DAY TIME PERIOD PROPERTY MANAGERS WILL NOT ACCEPT ANY PHONE CALLS REGARDING THE DEPOSIT.**
2. We will notify Public Service and the Water Dept. to transfer service back into the Owner's name. **DO NOT HAVE THE UTILITIES SHUT OFF.** If they are shut off and we have to arrange to have them turned back on, you will be billed for any charges we incur from the utility companies. The final water bill will come to us for payment. We will pay your prorated share from the security deposit.
3. In order to give back possession of the property, and stop pro-rated rent beyond the term of the lease a front door key must be returned to our office, or to the Property Manager. Extra keys, mailbox, garage door opener, etc... should be left on the kitchen counter.
4. Please leave your thermostat set at 60 degrees in the winter months when vacating. In summer months, please leave your sprinkler system timer set to come on every third (3<sup>rd</sup>) day for lawn watering.
5. If you have moved an appliance belonging to the property owner into a garage or basement, you must return it to its original location in the house. The appliance must be cleaned when moved back into place. Refrigerators must be plugged in and running.
6. Deductions from the deposit are established by comparing the move-in and move-out statements. If you did not return the move-in statement you can be accountable for any and all damages noted on the move-out form. Normal wear and tear is accepted. The following items are reminders of some things that are expected before inspection of the property:
  - A. Lawns are to be cut right before vacating, free from weeds and lawn debris. No animal excrement should be left on the property.

- B. All trash and debris must be removed from the property.
- C. All the walls should be cleaned or painted if damages have occurred. Normal wear and tear is accepted. Crayons, black marks, fingerprints are not normal wear and tear. Small holes from pictures are considered normal wear and tear.
- D. If you used your own window coverings and took down the Owner's, you must put them back up. Mini-blinds must be cleaned at each window.
- E. Burnt out light bulbs need to be replaced.
- F. All heat vents, cold-air returns, woodwork, windowsills need to be cleaned.
- G. All appliances, light fixtures, bathrooms, cabinets/drawers and mirrors cleaned. Drip pans and rings on stove must be free of all baked food.
- H. All carpets and floors cleaned. Carpets must be professionally cleaned to our satisfaction, and a receipt must be received at the office, or left on the kitchen counter. A word of caution about carpet cleaners who offer coupon discounts. These carpet cleaners do not normally do a thorough job and leave a soapy residue in carpet. If you would like to use our professional carpet cleaners, they are: First Class Carpet Cleaning Inc. 303-550-9569 or Tri-R Carpet Care Inc. (303) 898-1329.
- I. All windows and screens need to be free of breaks, cracks or tears, and intact in window frames and doors.
- J. Garage, basement, and patio completely cleaned out and trash removed.
- K. Fireplace is to be cleaned of all ashes.
- L. Refrigerator cleaned and left on the lowest setting. Stove also to be left cleaned.

Thank you in advance for your cooperation with these matters in vacating the property!

Sincerely,

Josephine Gonzalez  
Office Manager



On behalf of the Owner and the staff at Littleton Real Estate Company we would like to thank you for renting one of our properties. Notice for your move-out has been recorded for \_\_\_\_\_. Your lease agreement outlines your requirement for notice, move out, and deposit refund. For quick reference here is a break down of your last 30 days in residence with us.

**Deposit Refunds** Your deposit will be returned within 60 days of your vacating the property. We process these deposits as quickly and efficiently as possible. Many times due to the volume of work, and moves each month we have to use the entire 60 days to order work and receive bills from vendors, utility companies and contact our owners who have input on the return of a deposit.

Please plan for the accounting and/or return of your deposit 60 days from your move out date. In order to work on all deposit returns efficiently and quickly we will not answer calls regarding the status of a deposit.

Deductions from the deposit are established by comparing the move-in and move-out statements. If you did not return the move-in statement you can be accountable for any damages noted on the move-out form. If you wish to dispute the accounting of your deposit you are welcome to do so in writing.

**Utilities** The Littleton Real Estate Company will transfer utilities back into the owners name as of the term of the rental agreement. Please do not cancel your accounts with Xcel and the water companies. You may provide a forwarding address for your Xcel energy bill, if you do this you must notify your Property Manager. Final water bills will be paid by The Littleton Real Estate Company to verify payment, do not forward this bill to your new address to prevent double payment.

**Property Showings** Now that we have received your formal written notice to vacate we will be showing your rental home to prospective tenants when we have a request to do so. A lockbox and sign will be placed at your rental home to accommodate these showings, and the re-renting process. We will make every attempt to call you 24 hours prior to showing the property. However, many of our properties are shown by other Agents that we cannot guarantee will give a 24 hour notice. We will make sure every attempt is made to get a hold of you prior to showing your rental home. We understand that you are in the process of moving and packing and the prospective tenants are aware of this prior to viewing the property.

**Cleaning & Keys** You are responsible for cleaning, including carpet cleaning (receipt must be provided to LREC). All work must be completed before you return possession to LREC. On the date you vacate the property all keys should be returned to The Littleton Real Estate Company, or other plans must be previously arranged with your Property Manager as to returning keys. All door, mail box, and miscellaneous keys, as well as garage door openers must be returned upon move out. Contact you Property Manager prior to vacating with any other questions.

**Forwarding Address** Your new address should be left with us when you drop off keys to us upon vacating the rental unit. It is your responsibility to provide your Property Manager with your forwarding address. If no forwarding address is provided your security deposit accounting will go to your last know place of residence.

Your cooperation and tenancy is greatly appreciated. We wish you luck in your future endeavors.

Sincerely,

Josephine Gonzalez  
Office Manager

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