



Tenant Vacating Procedures

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 forty five (45) to sixty (60) days of vacating the property or termination of your lease; which ever 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 (or IREA) and the Water Dept. to transfer service back into the Owner's name. **DO NOT TRANSFER UTILITIES OUT OF YOUR NAME.** You will be charged a \$100 fee if you take the utilities out of your name and stop services before your lease expiration date. The Littleton Real Estate Company will transfer services back into the Owner's name. The final water bill will come to us for payment and we will pay your prorated share from the security deposit. The final Xcel bill will be sent to your forwarding address.
3. In order to give back possession of the property, and stop pro-rated rent beyond the term of the lease all front door keys, mailbox keys, pool keys, storage keys, garage door openers, etc. (all items that you signed for when you first moved in) must be returned to our office.
4. Please leave your thermostat set at 60 degrees in the winter months when vacating and leave the system in the off position during the summer months when vacating. In summer months, please leave your sprinkler system timer set to come on every third (3rd) 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, patched, or painted if damages have occurred. Crayons, black marks, fingerprints, and nail holes are not 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, and window sills need to be cleaned and the furnace filter must be replaced.
- 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. 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
- 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.
- M. Any satellite dishes that were installed during residency must be removed.
- N. New batteries need to be installed in all smoke and carbon monoxide detectors

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

Sincerely,
The Littleton Real Estate Company



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. 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 lease expiration. 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.

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 forms. If you did not return the move-in check list you can be accountable for any damages noted on the move-out form. If you wish to dispute the accounting of your deposit it must be done 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, IREA, and the water companies. If your electricity is through IREA, DO NOT CALL THEM to take services out of your name. When you do this it automatically shuts power off to the unit, and you will be charged for the cost to turn services back on. LREC will call them for you in order to switch services into the Owners name. Your final Xcel bill will be mailed to your forwarding address. Final water bills will be paid by The Littleton Real Estate Company and applied to your Security Deposit if applicable. Do not forward the water 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 unit to accommodate these showings, and the re-renting process. Our leasing agent will contact you 24 hours prior to showing the property to give the timeframe of when the property will be shown. 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. All door, mail box, and miscellaneous keys, as well as garage door openers must be returned upon move out. Feel free to contact us prior to vacating with any other questions.

Forwarding Address Your new address should be given to us when you fill out your Notice to Vacate form or when you have given back possession of the property. It is your responsibility to provide us 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,

The Littleton Real Estate Company