



CHARLOTTE RENTAL
PROPERTIES

MOVE OUT INSTRUCTIONS

- **We require a written 30 day notice, notifying us that you are planning to move out.**
- Do not spackle holes on walls or attempt to make repairs to property unless authorized to do so.
- Make sure the property is clean!
 - Failure to return to property is “broom clean” condition will result in charges being incurred on your account or money deducted from your security deposit.
 - Clean the kitchen and bathroom(s) well, including all appliances, toilet(s), and tub(s).
- Make sure you have removed all items out of the property.
 - Check closets, attic, and crawl space.
 - Check all cabinets and under sinks
 - Remove all food from the refrigerator and freezer.
 - Remove ice from freezer and turn off ice maker.
 - Remove ALL furniture.
 - Remove clothes and personal belongings.
 - Make sure all garbage, inside and outside, is removed.
 - Be sure to call the City of Charlotte (311) for bulky item pick up if needed.
- Turn your keys in to our office. Failure to do so will result in pro-ration of rent until the keys are returned to our office. Our office hours are Monday – Friday, 9:00 AM – 4:30 PM.
- Make sure we have a forwarding address and phone number where we can reach you.
- After we receive your keys, we have 30 days to conduct an inspection and make a disposition of the security deposit by mail.
- Remember to turn off all utilities and forward your mail to your new address.

Upon move out, in the event that the tenant’s security deposit does not cover the outstanding balance due for unpaid rent and/or damages and the tenant does not pay the remaining balance, the tenant will then be turned over to Financial Data Systems (1-877-749-7229). FDS is a collection agency that actively pursues tenants for collection of their outstanding balance. Thank you for your cooperation!

Residential Property Management and Sales

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