

MOVE OUT INSTRUCTIONS

- We require a written 30 day notice that you are moving. No early terminations of the lease are allowed.
- Make sure the property is clean. Failure to return the property in “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) including all appliances, toilet(s) and tub.
- Make sure that you have removed all items out of the property.
 - Check Closets, attic and crawl space
 - Check bathroom cabinets and under sinks
 - Remove all food from the refrigerator & freezer. Leave doors open.
 - If there is an automatic ice maker, remove ice from bin and turn off ice maker.
 - Remove ALL furniture including furniture that you do not want.
 - Removes clothes and all personal belongings.
 - Make sure all garbage inside and outside of the unit is removed.
 - Make sure you call the City of Charlotte (311) for bulky item pick up if you put items at the street curb.
- Turn the keys into our office. Failure to do so will result in additional pro-ration of rent until the keys are returned to our office. Office hours: Monday-Friday 8:30 AM-4:30 PM
- Make sure that we have a forwarding address and number where we can reach you.
- From the day keys are turned into our office, we have 30 days to conduct an inspection and make a disposition of the security deposit by mail.
- Remember to disconnect utilities, forward mail and discontinue deliveries.

Upon move out, in the event the Tenant's security deposit does not cover the outstanding balance due for unpaid rent and damages, and the Tenant does not pay the balance, the Tenant will be turned over to THE FULL CRY GROUP (877-297-2915), a collection agency that actively pursues the Tenant for collection of the outstanding balance.

Thank you for your cooperation. Contact Charlotte Rental Properties at 704-376-3606; Fax # 704-376-1414; E-mail: CB@CRPNC.com; 4722 Park Road, Suite A, Charlotte, NC 28209