



8307 University Exec. Park Dr., Ste. 251
Charlotte, NC 28262

Re: Move Out Instructions

Your vacate date is set to Tenant Move Out Date. **You are required to surrender the premises to the landlord/agent on Tenant Move Out Date 5:00 pm. Your lease/rental agreement requires that you leave your residence in a clean and undamaged condition.** Specifically, you should:

- Discard all unwanted items for trash or special pick-up—avoid piles of debris in front of your residence on moving day. A disposal charge of \$100 will be assessed for each abandoned mattress or large furniture item (i.e. sofa), \$50.00 for each smaller furniture item and \$10.00 for each trash bag.
- Remove all food, debris and other personal belongings from house to include cabinets and drawers, refrigerator.
- Kitchen - Clean (and defrost if necessary) refrigerator. Clean stove, oven and any other appliances.
- Clean/mop all floors and/or clean carpeting. Carpet should be professionally cleaned and the original receipt submitted to the office. If not, a charge will be assessed.
- The following charges will be assessed for each of the items not fully cleaned: stove \$25.00, refrigerator \$25.00, sinks \$5.00, bathtub \$20.00, toilet \$20.00, cabinets and counter tops \$35.00.
- Replace any burned out light bulbs.
- Report any and all damage in writing.
- Upon leaving, please be sure to fully secure the residence by locking all windows and doors.
- Disconnect all phone and other utility services, cancel newspaper/magazine subscriptions, and send a change of address form to the post office.

Please return all unit keys with the enclosed form to our office. You will also have to supply us with your forwarding address where we may send your move out statement. NOTE: Each day the keys are not returned beyond the set date to vacate, you will be charged the pro-rated rent amount.

Thank you for your tenancy.

RuBec Properties

Key/ Garage Door Opener Return Form

Once the property has been properly prepared, cleaned and vacated I understand that all keys (including mailbox keys, garage door openers, and any pool keys/passes) to the unit must be returned to the office of RuBec Properties. These cannot be left at the property that is being vacated. In the event that I fail to return any keys, I could be charged for all re-keys and locks.

By submitting this form, I acknowledge that I am returning all keys to the office of RuBec Properties.

All keys must be **LABELED** with address/unit number. Please **ATTACH** the labeled keys to this form *or* **PLACE KEYS ALONG WITH THIS FORM in a labeled envelope** and return to RuBec Properties.

Tenant Name(s) (please print): _____

Address of Keys Being Returned:

Total Number of Keys Being Returned: _____

Please indicate number of keys:

____ Front Door ____ Back Door ____ Screen Door ____ Mailbox ____ Shed/Utility
____ Garage Door Opener ____ Pool Pass ____ Security Gate

Other: _____

Phone Numbers: (Main) _____ (Alternate) _____

Forwarding Address:

Signature: _____ Date: _____

Signature: _____ Date: _____

Agent Signature: _____ Date: _____