

We have received your notice that you will be moving out of this unit.

We hope you have enjoyed living here. In order to mutually end our relationship on a positive note, this attached, move-out inspection check list describes how we expect your unit to be left and what our procedures are for returning your security deposit.

**Please note: Tenant is responsible for the last months' rent. Rent is to be paid on or before the 1st.**

Basically, we expect you to leave your rental unit in the same condition it was when you moved in, except for normal wear and tear. (Please see attached Wear and Tear Disclosure)

**Please don't leave anything behind--that includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies, or other items that belong to you.**

Please be sure you have disconnected phone and utility services, canceled all newspaper subscriptions, and sent the post office a change of address form. Per the lease all utilities are to be left on for 3 business days from date of move out and must be active until the final inspection is complete.

Please be sure to give us your forwarding address where we may mail your security deposit refund reconciliation. You can email it to: [admin@lv-pm.com](mailto:admin@lv-pm.com)

It's our policy to return all deposits either in person or at the address you provide within 30 days after you move out and we have received all keys, remotes, etc. If any deductions are made--for past due rent or because the unit is damaged or not sufficiently clean when compared to the move in property condition report--they will be explained in writing. **Please note:** Tenant to provide receipts of utility payments for closing bills within 20 days of move-out in order to receive security deposit refund or we hold \$300 until proof of payment in full.

**Keys are to be dropped off Monday through Friday between 8:30AM and 4:30PM and Saturday Between 10AM and 4PM (closed Sundays and Holidays) at 9420 W. Sahara Ave, Ste. 100, Las Vegas, NV 89117 – Northwest corner of Sahara and Fort Apache in the Keller Williams Building.**

Once keys have been dropped off, our home inspection company will be notified so they may go and do the move out inspection. You will receive a copy of that inspection via email.

Thank you and good luck!

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