



MOVE OUT INSTRUCTIONS

Move out date:

Please email me the date and time you plan to vacate: doug@spalygroup.com

Condition of Apartment: PLEASE return rental unit and all furnishings to landlord in same condition as when taken, reasonable wear and tear and damage by the elements excepted.

The apartment should be cleaned with special attention paid to kitchen appliances (refrigerator, range/oven, dishwasher, disposal) and bathroom fixtures (bathtub, toilet, washbasin(s)). All surfaces should be wiped and floors swept, mopped and/or vacuumed as appropriate.

Be sure all personal items including clothes, food, bathroom articles and so forth are removed from your apartment. You must take them with you or bag them up and put them in the trash. Any personal items or trash left in the apartment will be bagged and disposed of by my personnel at a cost to you of \$10.00 per bag. Any personal furnishings such as mattresses, box springs, tables, chairs, TVs, computers, etc. left in the apartment will be removed by my personnel at a cost of \$25.00 per item.

Keys: You may leave all keys in an envelope on the kitchen counter.

Security Deposits: S/D will be returned within 30 days of the end of your lease. Be sure to leave your name and forwarding address for the return of your security deposit. Please leave it with your keys or email it to doug@spalygroup.com.

It is each tenant's responsibility, not sub-tenants, to see that these move-out instructions are followed and your apartment is returned to me appropriately. Following these instructions will help assure the return of your security deposit in full.

Thank you and good luck with your future endeavors!

Spaly Group, INC
Doug Spaly
(734) 994-0204