



Below are general move out guidelines for your reference, but please refer to your lease agreement for any move out procedures specific to your unit. Let us know if you have any questions.

In order to ensure a smooth move out and pickup of rental items, and that all security deposits are refundable, please follow the instructions below:

- ✓ Thoroughly clean the entire unit including the oven, range, refrigerator, bathrooms, closets, cabinets, floors and carpet prior to move out.
- ✓ Schedule a move out inspection with the property management, landlord or homeowner.
- ✓ Transfer/disconnect any utilities placed in your name.
- ✓ Remove all debris and trash disposing in the appropriate waste containers.
- ✓ Remove all personal belongings from the rental property no later than your departure date.
- ✓ Remove all personal belongings from in and around the furniture prior to pickup. The furniture vendor is not allowed to touch or remove any of your personal belongings.
- ✓ Remove pet hair from any upholstered furniture, housewares, and carpets.
- ✓ Eliminate any pet or smoke odor.
- ✓ All furniture should be wiped down and dusted.
- ✓ Disconnect any appliance being picked up such as washer, dryer, refrigerator, etc.
- ✓ You are welcome to take date stamped photos of the furniture for your records of the condition of the furniture prior to pick up.
- ✓ All houseware items should be cleaned prior to pick up. The houseware vendor will do all the packing; however, items do need to be cleaned and ready to be packed. (Remember: washing comforters in a small washing machine may result in damage to them.)
- ✓ Return all keys, gate cards and remotes to the property management office, landlord, or homeowner prior to departure. **NOTE:** You may be charged rent until keys have been returned.
- ✓ Please provide a forwarding address and telephone number to Temporary Accommodations prior to vacating.
- ✓ Refundable security deposits will be refunded 30-45 days from pickup pending any missing or damaged items and finalization of our account with your insurance company.
- ✓ Client(s) must notify Temporary Accommodations of any and all changes in regards to their scheduled pickup date.

Please note we do not assume responsibility for any personal articles or items left in the rental property after the lease expires. If you are able to vacate sooner, or need an extension, please contact our office so that we may make the necessary arrangements.

We cannot guarantee a time frame for the pickup so please make sure you or someone with a flexible schedule is available or provide a key release at the leasing office giving the vendor permission to have access into your unit. Failure to allow or provide entry for pickup may result in additional rescheduling fees up to \$250 at your expense. An ETA (estimated time of arrival) for your pickup will be provided on the day of pickup, which is when the vendor provides it to Temporary Accommodations. Please note there may be up to three vendors to pick up rental items.

Please understand that any charges/damages related to the use of the unit are your responsibility. This includes, but is not limited to missing items and telephone charges (if applicable) and will be billed directly to you. **Client(s) may be responsible for a \$100.00 fee for any and all changes made within 72 hours of the scheduled move out date.** Changes may include: extension of the lease, utility cancellations as well as changes to scheduled furniture pickup. Should you have any questions, please call 800-548-5196 extension 240. Thank you in advance for your cooperation and for allowing Temporary Accommodations to serve you.