

Process and Instructions for Lease Expiration and Move-out

Echo Summit will begin marketing and showing your property **per your Lease** before your move out date. We will always attempt to give you 24 hours' notice of showing time and before entering the property. Please make sure Echo Summit has your up to date contact information. To minimize the amount of time it will take to rent your property, make sure your property is in clean and showable condition. Please make sure pets are put away for showings. We request that you not be present at time of showing, if possible.

All items must be removed from the home. If any items are left in the home, it will not be considered vacated. A legal release will be necessary and additional rent will be charged. Before your move out date, make sure that your carpets (if applicable) have been cleaned by a professional carpet cleaning company. You will need to provide receipt before you lease end date. Echo Summit has a professional carpet cleaning division, where we give a 10% discount to Echo residents. Please email us at maintenance@echo-summit.com if you are interested in having Echo Summit clean your carpets. Additionally, make sure that the property itself is in professionally cleaned condition (per the checklist below). If you have repairs that need to be made (such as drywall repair, wall re-texturing and painting), we would be happy to arrange for one of our certified vendors to assist you.

You will receive your security deposit disposition as outlined in your lease agreement. On your day of check-out, please turn into our office:

1. Keys, mail keys and any gate/garage door opener(s)
2. A copy of your carpet cleaning receipt (unless cleaned by Echo Summit, where no receipt is necessary)
3. Your forwarding address for security deposit return
4. If you have a tenant portal please cancel your auto payments. Echo Summit has no control over your tenant portal. Make sure to pay your prorated rent before you move out to avoid legal action.
5. Please review your lease regarding any questions on the time frame we will get your security deposit back to you.

Property Cleaning Checklist

Upon vacating the property, please make sure that the following are cleaned in a professional fashion. We strongly recommend using a professional cleaning company:

Throughout:

- o Sweep and mop solid floors
- o Professionally clean all carpets
- o Wipe down walls, doors, door frames, light switches and outlet covers
- o Clean inside of windows
- o Clean inside window tracks and sliders
- o Clean door entryways
- o Wash blinds
- o Wash baseboards
- o Wash handrails
- o Wash ceiling fans/blades
- o Clean exposed basement ductwork
- o Removal and disposal of debris and cleaning refuse
- o Clean washer / dryer
- o Replace all burned out light bulbs
- o Check all smoke alarms and carbon monoxide detectors and replace batteries as necessary
- o ALL keys (Pool, Mailbox, Rec center, etc.) and garage door openers on must be turned into the Echo Summit office on the date of move out

Bathrooms:

- o Clean toilet (inside, outside)
- o Scour shower/tub, sink and counters
- o Clean mirrors, light fixtures and cabinets

Kitchen:

- o Deep scour and clean oven, stove top and microwave
- o Clean inside/outside of refrigerator
- o Clean sink, counters, cabinets (inside/outside) and drawers
- o Clean under stove hood and above cabinets

Garage:

- o Clean shelves
- o Sweep floor and hose out if possible
- o Remove all debris

Outside:

- o Porch/patio/deck cleaning and hose off
- o Remove all debris
- o Replace all burned out light bulbs
- o Mow yard and pull weeds

Regards,

Echo Summit Property Management Team

Move out Questionnaire for Property Full Address

(Please fill out and turn in to the Echo Summit office with all keys)

How many property keys are you leaving? _____

Is there an access code to the property? If so what is it? _____

How many mailbox keys are you leaving? _____

What is the mailbox location and number? _____

How many storage keys are you leaving _____

What is the storage location and number? _____

How many garage remotes are you leaving? _____

What is the garage and parking location and number? _____

Is there an access code to the garage? If so what is it? _____

Are there any additional keys or codes related to your property? (ie pool, clubhouse, gate, alarm, etc.) Please note them here _____

What is your forwarding address for your security deposit?

Is there a change in phone number? No Yes and the new number is _____