



Dear Resident,

We hope you have enjoyed your time with Annapolis Property Services

As we approach the end of your lease term please find attached and below the following information:

- Move out checklist
- Security deposit return form,
- Details on our “Easy move-out and expedited Security deposit” option
- Links to your move in condition report videos

In order to prepare your home for new residents and receive your security deposit in a timely manner the property should be returned in the similar condition as when you took possession, less any normal wear and tear.

To help remind of how the property looked at that time please take a moment to review your move in condition report videos.

Within the last 2 weeks before your lease ends you will be contacted by your Senior Property Manager to schedule a walkthrough of the property to get an early idea of what kind of turnover work may be needed once the property has been vacated.

Please take note of the points below:

- Cleanliness - The house should be left ready for a new resident to move in
- All trash and garbage should be removed from the property
- Carpets - Cleaned by a professional company with a **truck-mounted cleaning system** and a copy of the receipt must be left at the property
- Walls and ceilings - Please remove any picture hooks, spackle, and sand smooth any holes/damages but **do not touch up paint** unless otherwise instructed
- Light bulbs and smoke detectors - Ensure that all lights bulbs and detectors are working
- Keys, garage remotes, passes - Leave all on the kitchen countertop
- Air filters – Ensure they are replaced and clean
- Gutters – Clean, unless not responsible
- Oil/Propane (if applicable) - Ensure tanks are at the same level as at move-in
- Water Conditioning Systems (if applicable) - Ensure salt levels and any solution mixtures are at the same level as at move-in
- Yard care (if applicable) – Grass is cut and beds weeded
- **HVAC – Do not turn off. In winter months leave heat set to 55°, and in summer months leave AC set to 80°**

APS will complete the move-out walkthrough of the property within five days from the end of your lease date and the property owner may also complete their own inspection.

If you need help with cleaning, repairs or yard clean up, please don't hesitate to ask us for a referral.

Please note that if you are not able to complete the cleaning or repairs prior to your lease end date, a contractor scheduling fee of \$50.00 may be applied.

If you have any questions or need clarification, feel free to contact me.

Sincerely,

Brendan Giardini