

### **Instructions for MOVE-OUT Procedure**

Please follow instructions carefully.

- Give McNamara Realty, Inc. ALL forwarding addresses for security deposit refund. When you return your keys to our office, you **must** fill out a forwarding address form, otherwise we will send you remaining deposit to your last known address.
- Notify McNamara Realty, Inc. of any repairs needed in unit. You have a right to request and be present at a *pre-vacancy* inspection of the rental unit and if you would like to schedule an inspection, please contact our office. **IF YOU DO NOT RESPOND TO OUR OFFICE, YOU WILL WAIVE YOUR RIGHT TO A PREINSPECTION.** This pre-inspection should be done no more than two weeks prior to vacating the unit.
- Final walkthrough inspections may also be scheduled, but you must **schedule** the appointment at least one week prior to your actual move-out date. Final walkthrough should be during business hours or by 12:00 noon on the last day of your lease. Upon final inspection, all items should be removed from the rental unit and keys returned. **Final inspections may not be scheduled after move-out time nor can we schedule a same day appointment.**
- Follow the cleaning instructions and checklist supplied to you in order to avoid any additional deposit deductions. **Please note that carpet cleaning must be done by a professional cleaning service and meet our standards.** If you decide to have carpets professionally cleaned, a receipt must be turned in upon move-out.
- Return parking permit and/or laundry card(s) (if applicable) to avoid replacement fee.
- Return ALL keys to avoid re-key fee of \$100.00
- Please place keys in envelope and include your name, unit address and date property is vacated and bring to our office on the last day of your lease no later than 12:00 noon. **Failure to return keys by the last day of your lease by 12:00 noon will result in additional rent charges.**

If you have any questions, please do not hesitate to contact our office at (805) 543-7777.

Thank you in advance for your cooperation.

**McNamara Realty**