

STEPS TO PREPARE FOR MOVE OUT

- 1. PROVIDE NOTICE:** Turn in your 30-Day Notice of move out a minimum of 30 days prior to vacancy. 30-Day Notices are accepted only on the 1st of the month you are intending to vacate. Mid-month notices will not be accepted and may result in additional rent charges.
 - For example, if you turn your notice in on June 15, the notice is accepted as effective July 1, and move out should occur on July 31. Tenants moving due to military orders may be exempted from this after supplying LSI with a copy of military orders.
- 2. INSPECTION SCHEDULING:** Three days prior to vacancy, please contact our office at via AppFolio email to schedule your move out evaluation and coordinate turnover of keys. The property will **not** be considered vacant until keys have been turned in to our offices.
- 3. UTILITIES:** Ensure all utilities remain ON at the property for at least 10 business days after you move out. You must contact LSI to advise of the date that utilities will be disconnected.
- 4. FOBS/ GARAGE DOOR OPENERS:** Ensure that all garage door remotes, or HOA gate remotes are turned into LSI Property Management.
- 5. VACATING: NO PERSONAL PROPERTY SHOULD BE LEFT AT THE HOME.** This includes any personal belongings such as food, clothes, furniture, tools, outdoor grills, and landscaping tools.
- 6. AUTOMATIC RENTAL PAYMENTS:** Please make sure you turn off all automatic rental payments through AppFolio via your tenant portal. LSI does not have the ability to discontinue automatic payments for you.
- 7. SECURITY DEPOSIT:** Based on the three layers of inspections, we will itemize the beginning amount of and any deductions from your security, pet, and/or key deposits. We have 30 days to send you the security deposit balance and explanation for any funds withheld from the date that you fully vacate the property, return all keys to us, and give us your forwarding address.