



MOVE OUT CHECKLIST & PROMPT REFUND OF YOUR SECURITY DEPOSIT

Dear HPE Tenant.

We really appreciated your tenancy here and we really appreciated our business relationship with you. Note we are truly sorry to see you go!

We truly hope that you are moving on to a better part of your life!!

We also would like to expedite your refund of your **SECURITY DEPOSIT**. We prefer to give you back your FULL deposit.

If you follow your lease agreement, provide us the requested payoff statements, key copies and also follow this checklist in detail we will ensure that you will receive your deposit within **10 days**.

VA state law states that we must refund your deposit (minus damages, unpaid utilities, etc.) within 45 days of move out.

Please review this legal related VA specific site for more info

<http://www.rentlaw.com/dep/vadeposit.htm>

Please find below items on next page that we will require from you before a FULL REFUND is issued.

We will be performing a walk through with you at reasonable and amiable time. Here are items we look for and expect to be completed or in process before the walk through.

These sections are broken into these requirements.

- KEYS
- CLEANING RECIEPTS
- PET OWNERS
- UTILITY BILL PAYOFF
- REMOVAL OF YOUR PROPERTY
- MAINTENANCE OF PROPERTY
- ASSOCIATION DOCUMENTATION
- CONTACT INFO

KEYS

- Turn in of all copies of the unit keys to HPE.
- Turn in of all mailbox keys to HPE. (If applicable)
- Turn in of all garage door openers to HPE. (If applicable)

CLEANING

- Provide HPE proof/receipt of a recently paid for professionally completed whole house carpet cleaning.
(NOTE: We will not accept self cleaning! We will deduct a reasonable fee and cleaning cost from your deposit if no receipt is received)
- Provide HPE a receipt of a recent professionally done gutter cleaning. (If applicable)
- Provide HPE a receipt of a recent professionally done chimney sweeping. (If applicable)
- Please ensure that all household pests and vermin are from the interior of the unit.

PET OWNERS

- Provide HPE a receipt of a recent professional done TICK and FLEA treatment.

UTILITY BILL PAYOFF

- Electricity payoff proof (if applicable)
- Water payoff proof (if applicable)
- Gas payoff proof (if applicable)
- Phone payoff proof (if applicable)
- Cable payoff proof (if applicable)

REMOVAL OF YOUR PERSONAL PROPERTY

- Please ensure the unit is vacant of all your belongings.
- Please ensure that the outside areas are vacant of your belongings.

MAINTENANCE OF PROPERTY

- Please remove all picture/fixtures hanging devices you may installed.
- Please putty in all holes from the picture/fixtures hanging devices that you may have installed.
- Please ensure that the outside landscaping is neat, organized and at least as you received the property.
- Please ensure all light bulbs and smoke detectors are in working order.
- Please ensure HVAC air filters are replaced (NEW not recleaned) .

ASSOCIATION DOCUMENTATION

- Please return all provided Association documentation. (if applicable)
(Legally allowable fee will apply if not returned)
- Please return all non documentation Association items like:
 - Pool keys and passes.
 - Parking passes and stickers.

CONTACT INFO

- Please ensure that HPE has your forwarding phone, address and email.

PHONE _____

MAILING ADDRESS _____

EMAIL _____@_____._____

Please turn in and a copy will be sent to you.

END

Revision 2a