

To: Tenants who have not renewed their leases for next year 2016 to 2017.

From: JMS Properties

Moving Out Procedures:

Move out is scheduled for August 20th, 2016.

-All personal property must be removed from the rental premises. Do not place personal furniture on the lawn or in parking areas, please discard at designated dump station provided by the city at the intersection of Oakland and Tappan.

-A thorough cleaning of the property must be completed prior to move out.

-All keys, including mailbox key(s), and parking permit must be returned to the JMS office upon departure from rental premises, between 10:30am-3pm. A fee of \$150 will be issued if any keys are not returned. (please keep the receipt for your keys and parking permit).

-A security deposit return release form must be completed, signed, and turned into the JMS office. (We cannot return security deposit until this form is completed and turned in.)

The JMS office is located at 1100 Hill Street Apt #1 on the corner of Hill and East University.

Cleaning Procedures:

1. As stated on the lease, rental properties must be thoroughly cleaned. Please:

- a. Vacuum all carpets
- b. Remove stains and tape residue from walls
- c. Clean bathroom
 - i. Sink
 - ii. Tub
 - iii. Shower walls
 - iv. Toilet
 - v. Mirrors
 - vi. Floor
- d. Kitchen
 - i. Oven (Inside & Out)
 - ii. Stove
 - iii. Cupboards
 - iv. Closets
 - v. Refrigerator (Emptied, cleaned, and door closed, do not unplug)
- e. Sweep balcony/clean patio area
- f. All trash must be placed in dumpster

*** Please do not unplug any appliances ***

2. Cleaning Inspection will occur after the rental premises have been vacated. Any damages and/or losses will be noted. Damages or losses include, but are not limited to, carpet stains, wall damage, and furniture damage.

3. If the rental premises are left in unsatisfactory condition, the cost of professional cleaners will be deducted from the administration fee.

Security Deposit Processing:

Attached is a security deposit return release form. It needs to be completed and signed by all tenants for the security deposit to be released. If proper procedures are followed, the security deposit will be

returned in the form of one check per rental unit. It is the responsibility of the tenant(s) to divide the deposit accordingly.

Thank You for staying at JMS Properties. Best wishes for your future!
JMS Properties Management