



TENANT MOVE-OUT INSTRUCTIONS

1. To expedite the return of your deposit, we will need your forwarding address and phone number. We will issue one check for any security deposit refund. This check must be made out in all tenants' names. It is the tenants' responsibility to work out the details of distribution.
2. Keys should be returned to the office by 6:00 p.m. of the move-out date. You may put identified keys in the front door slot when the office is closed. Rent charges will continue until the keys are received and all personal property removed from the home.
3. If your property has oil heat, please have the tank measured by an oil company on your move-out day. Bring this information (on oil company letterhead) when you return the keys to our office. If applicable, you will be credited for any oil remaining in the tank. If you do not have the oil tank measured, you will be charged \$85.00 for Albany Property Management to make the appointment and have it measured for you.
4. In order to assure the refund of your deposit the following items should be addressed:
 - the home should be reasonably clean
 - all light bulbs working
 - all household and yard debris removed
 - all keys and garage door openers inventoried at move in returned to the office
 - removal of all debris and arrange for final garbage pick up. Professional debris removal is very expensive and will be charged to your security deposit.
 - mow, weed and rake yard

Note: Holes in walls should not be spackled, as most often the spackling necessitates the walls being painted.

The purpose of the refundable security deposit is that the home will be returned in the same condition that it was when it was rented, normal wear and tear excepted. Any alterations should be discussed with the property manager. The "Inspection and Check In" form that was signed at move-in, will be used to make this determination. Any repairs or upkeep needed to bring the property back to this standard will be charged to the deposit.

The Property Manager will inspect the property shortly after **all** keys are returned to the office. Should you have specific questions, please call our office.