

A GUIDE TO VACATING YOUR RENTAL UNIT

So it's time to move out? We at Gettysburg Rentals wish you the best and offer the following checklist that will help ensure a timely return of your security deposit. Once completed, contact the management office to arrange a final walk-through of your unit.

Clean the entire premises including all appliances, bathrooms, closets, baseboards, fixtures, windows and sills. Blinds and cabinets should be clean and in good working order.

Remove all personal belongings including cleaning supplies.

Replace all burned out light bulbs with matching bulbs.

Upon vacating, **all carpets must be professionally cleaned** and a copy of the paid receipt submitted.

All trash must be removed from the property. No oversized items may be placed in or outside of dumpsters. Items that do not fit in the dumpster (if applicable) must be disposed of off the premises.

Heating/Cooling settings: From October through April set heat to 60 degrees. From May through September set Central Air (if unit has C/A) to 80 degrees.

Contact utility companies to end service in your name and provide forwarding address for final bill.

Provide forwarding address to SMB Associates (Gettysburg Rentals) Management in writing at time of key return.

Return all keys and garage door openers (if applicable) to our office.

Discontinue auto payments (if applicable) to prevent future drafts. If the final month's payment is a prorated amount, discontinue the auto draft prior and submit a final prorated payment.