

Dunlap Lilley Properties, Inc.

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PROPERTY MANAGEMENT, RENTALS & SALES · 919-967-9992 · 967-9860 FAX

www.dunlaplilley.com

So you're moving out...

We would like to take this opportunity to thank you for renting from Dunlap Lilley Properties. Before you move, there are just a few items we'd like to remind and inform you of. Please take a moment to review this information as well as our move-out cleaning checklist, available for download on our 'Residents' page, so that your move-out will go as smoothly as possible.

Once you know the exact day & time that you will be moving out, please call our office and schedule a time that we can come and perform a final inspection. You do not need to be present for the inspection; however, you should make sure to turn in your keys to our office so that you are not charged additional rent for maintaining 'possession' of the property by holding onto keys.

After your unit has been inspected, we will compare your initial 'move-in inspection' form with our completed move-out inspection and make sure that all rents and/or late-fees have been paid, in order to determine your security deposit refund. As long as all debts are clear and your unit was left in good condition, per the terms of the lease, you should expect a full refund of your deposit. If you are uncertain about your account balance, please call the office to make sure you are current.

Please reference our printable move-out and cleaning check-list to make sure your rental unit is in the best possible condition for your move-out. While this is a general checklist, there may be some items not covered here that should be addressed, depending on the property. Please call us if you are uncertain about any particular item.

If you have any questions about this information or your move-out procedures, please do not hesitate to call us. Additionally, please feel free to use us as a rental reference in the future, or if you are thinking about purchasing a new home, Dunlap Lilley Properties can help. With full-service brokerage capabilities, your dream of home ownership can become a reality! Thank you again and we wish you the best in all of your future endeavors.

Sincerely,

DLP Staff