

## **\*THE MAGIC FAIRY** SINCE 1991\*

### **\*RECOMMENDED CHECK OUT PROCEDURES FOR RENTAL PROPERTIES\***

RE: Check out Procedures

This is a letter to inform all tenants of checkout procedures. Please call your landlord at least two weeks in advance to set up a time to do a walk through for your check out.

1. All carpets must be steam cleaned by a truck mounted unit (any other method is unacceptable and we will have all the carpets redone). We recommend RUG CLEAN CARPET CLEANING CO. #303 530-1544.
2. Your lease states that any cleaning that needs to be done will be done by our Cleaning people and taken out of your deposit. You are expected to have the yard mowed and edged along the concrete to the grass edge and around the entire perimeter. The yard must be weeded and in good condition when you leave. If it is not left in good condition we will have the magic fairies yard maintenance team take care of it and their fees will be taken out of your deposit. You are also expected to have the windows and trackings professionally cleaned inside and out. If you do not plan on having carpets, windows, garden, or moveout clean done please inform us at least 30 days in advance so that we can schedule The Magic Fairy to come in and clean. We recommend you use THE MAGIC FAIRY for moveout clean, garden clean, and window clean.  
you will receive a \$70.00 gift certificate from them should you use their services.  
THE MAGIC FAIRY #720 314-4989.
3. Everything must be out of the house and cleaned by noon on the last day of your lease. You will be expected to be out by noon and not in the process of moving.
4. All keys need to be returned during check out or you will be charged to have the locks changed.
5. All utilities will need to be paid before your deposit can be returned. Call the utility company 7 days prior to your moveout date and inform them of your moveout date and give them your new address or a forwarding address.

6. Also provide your landlord with your new address, a forwarding address, and any new phone numbers you may have so your landlord can get your deposit back to you.
  
7. Your returned deposit check will be made out to all persons on the lease, unless you inform us that you would like it made out to one person. If this applies to you we will need a letter signed by all other persons on the lease saying it's ok to send the returned deposit check to just one person.