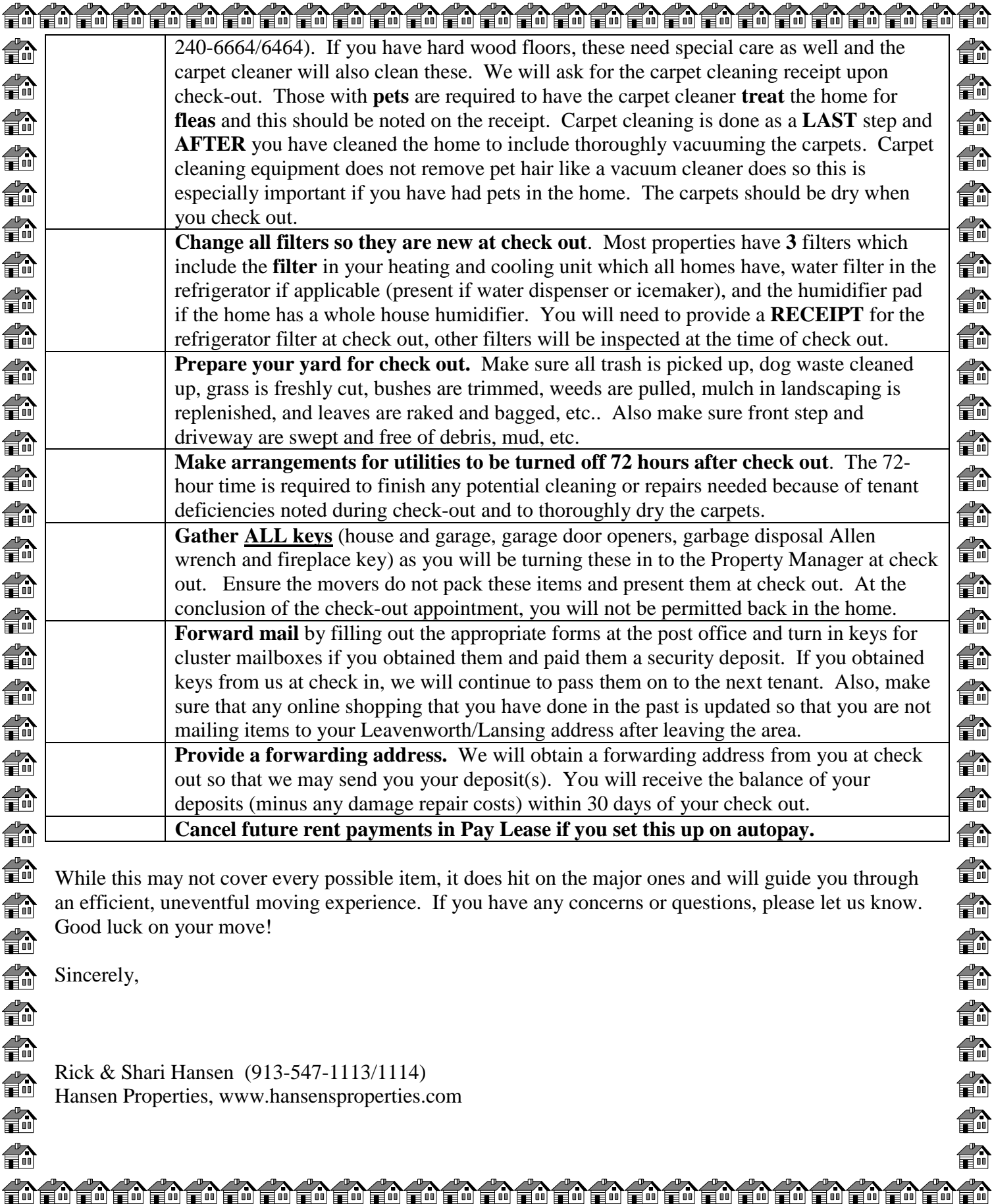


Dear Tenant,

We know you may be anxious about your upcoming move. Hopefully, we can work together to make the check-out of your rental home go as smoothly as possible. Here is a checklist to help guide you in the check out process:

|  |   |
|--|---|
|  | <p>Please <b>email</b> us at <a href="mailto:hansensproperties@yahoo.com">hansensproperties@yahoo.com</a> with your preferred <b>check-out date and time</b>. Please also attach a copy of your PCS orders at this time. We do get busy so the earlier you set your check out date the better chance we can accommodate your requested time. We schedule checkouts Monday-Friday between the hours of 8 am &amp; 4 pm. Weekend check outs are <b>ONLY</b> available on the weekends following <b>CGSC</b> or <b>SAMS</b> graduation. If applicable and you are interested in proration of rent for the final month of your lease, request this in an email prior to the rent due date and we will confirm the prorated amount based on your check out date. Please note that no PODS or similar storage containers can remain on the property beyond your check out date so make sure arrangements are made to have these removed prior to your appointment.</p>  |
|  | <p><b>Fix any damages to the property that you have caused prior to check out.</b> All <b>nail holes</b> should be <b>filled</b> with spackle and the excess wiped off with a wet sponge. The nail hole will disappear if this is done properly. If you are confident in your paint match, nail holes should only be covered with a dime sized spot of paint not a big square or roller marks. Don't assume that if there is paint on the premises that it matches or has not deteriorated, test an inconspicuous area to be certain it matches. Spot painting rarely looks good and in most cases you will need to paint the entire wall, floor to ceiling, corner to corner to cover wall damage. Do not spot paint to cover scuff marks or dirt &amp; hand prints on walls. Use a Magic Eraser instead and wipe off the white residue it leaves behind or wash the walls with mild soap &amp; water. If you spot paint with paint that does not match or over unsanded spackle or wall patch product, you will be responsible for the cost of a painter to "fix" this damage to the wall.</p>  |
|  | <p><b>Clean the house prior to check out.</b> See the "<b>Clearing/Cleaning Standards</b>" guide on the website under Tenant Information and ensure that you are in compliance <b>BEFORE</b> we arrive for check out. While the list may look overwhelming, the large majority of items can be accomplished by routine cleaning and properly maintaining the home throughout your tenancy. Also, there is no need to wait until your HHGs are picked up to begin some cleaning, i.e., light fixtures, vacuuming vents, etc. These can be tackled during your last month of occupancy. While we can offer names of cleaners to do "move out cleans", we <b>DO NOT GUARANTEE</b> the work of any cleaning company. We also do not coordinate with any cleaner to get them back into the home to correct deficiencies found at check out so make sure that you check their work before settling with them. It is also a good idea to have on hand some paper towels and cleaners so we can get <b>MINOR</b> items taken care of on the spot at check out. If there is more than a minor touch up needed, your check out will be rescheduled. Cleaners in the area that you may want to try are Ducks Cleaning (913-549-6558), Rhonda (913-683-9878), Jennifer Wood (913-680-5660) or Anu Day Cleaning Services (253-442-7757).</p> |
|  | <p><b>Have the carpets professionally cleaned.</b> In accordance with your lease agreement, use the approved carpet cleaners which are Ducks (913-549-6558) or B&amp;B Cleaners (913-</p>   |



240-6664/6464). If you have hard wood floors, these need special care as well and the carpet cleaner will also clean these. We will ask for the carpet cleaning receipt upon check-out. Those with **pets** are required to have the carpet cleaner **treat** the home for **fleas** and this should be noted on the receipt. Carpet cleaning is done as a **LAST** step and **AFTER** you have cleaned the home to include thoroughly vacuuming the carpets. Carpet cleaning equipment does not remove pet hair like a vacuum cleaner does so this is especially important if you have had pets in the home. The carpets should be dry when you check out.

**Change all filters so they are new at check out.** Most properties have **3** filters which include the **filter** in your heating and cooling unit which all homes have, water filter in the refrigerator if applicable (present if water dispenser or icemaker), and the humidifier pad if the home has a whole house humidifier. You will need to provide a **RECEIPT** for the refrigerator filter at check out, other filters will be inspected at the time of check out.

**Prepare your yard for check out.** Make sure all trash is picked up, dog waste cleaned up, grass is freshly cut, bushes are trimmed, weeds are pulled, mulch in landscaping is replenished, and leaves are raked and bagged, etc.. Also make sure front step and driveway are swept and free of debris, mud, etc.

**Make arrangements for utilities to be turned off 72 hours after check out.** The 72-hour time is required to finish any potential cleaning or repairs needed because of tenant deficiencies noted during check-out and to thoroughly dry the carpets.

**Gather ALL keys** (house and garage, garage door openers, garbage disposal Allen wrench and fireplace key) as you will be turning these in to the Property Manager at check out. Ensure the movers do not pack these items and present them at check out. At the conclusion of the check-out appointment, you will not be permitted back in the home.

**Forward mail** by filling out the appropriate forms at the post office and turn in keys for cluster mailboxes if you obtained them and paid them a security deposit. If you obtained keys from us at check in, we will continue to pass them on to the next tenant. Also, make sure that any online shopping that you have done in the past is updated so that you are not mailing items to your Leavenworth/Lansing address after leaving the area.

**Provide a forwarding address.** We will obtain a forwarding address from you at check out so that we may send you your deposit(s). You will receive the balance of your deposits (minus any damage repair costs) within 30 days of your check out.

**Cancel future rent payments in Pay Lease if you set this up on autopay.**

While this may not cover every possible item, it does hit on the major ones and will guide you through an efficient, uneventful moving experience. If you have any concerns or questions, please let us know. Good luck on your move!

Sincerely,

Rick & Shari Hansen (913-547-1113/1114)  
 Hansen Properties, [www.hansensproperties.com](http://www.hansensproperties.com)