



We Cure Property Management Headaches

Return Check- list

Notification:

- Sixty days written notice of lease termination is required per the lease agreement if:
 - You are being transferred back to the area.
 - You do not want to renew the lease agreement.

Note, to insure the tenant receives proper notice. We do need notice from you seventy five (75) days prior to lease termination.

Preparing the Property:

- Although most properties are returned in good condition. It is advisable to consider some maintenance while the property is still classified as a rental. Two of the most recommended items are:
 - Painting
 - Carpet/linoleum replacement
- If you are considering renovations such as, decks, bathrooms, kitchens, etc. we can assist.

Utilities:

- The utilities will be turned off by the last tenant. Therefore it is important for you to arrange for utilities to be turned on upon lease termination.
 - Water
 - Gas
 - Electric
 - Cable/internet/phone

Obtaining your keys:

- We do recommend that the locks be rekeyed prior to your return, and after any maintenance needs have been resolved.
- You can pick up your keys in our offices.
- If you are coming in after hours, contact us so that we can make arrangements.

Closing out your account:

- Your account will remain active for sixty (60) days after lease termination. This will allow time for the following.
 - Resolve any Security Deposit distribution issues.
 - Assist with any maintenance concerns
 - Allow for any final invoices
 - Any funds remaining in your account will be sent to you upon account closure.
- Your online account documentation will remain available to you for two years.

Chillicothe Properties, Inc.