

Howard's Place
P.O. Box 418
Thatcher, AZ 85552
(928) 428-7261

MOVE OUT PROCEDURES FOR TRAILERS

In accordance with the rental agreement, and to maximize the amount of your cleaning/repair deposit, let us remind you of a few important things. If these steps are followed and no major damage has been done to the apartments there is no reason why you shouldn't receive a complete refund.

Your trailer was cleaned before you moved in. It is expected that you will leave the trailer in the same condition. Below is a list of things that are cleaned thoroughly by our maintenance personnel if you do not clean them:

- Oven and stove cleaned scrubbed thoroughly.
- Refrigerator and freezer cleaned. No food or food particles left.
- Toilet cleaned. This means lid, seat, and bowl. Outside of bowl must be cleaned. Floor should be washed around the base of the toilet including the back area.
- Shower cleaned. No soapy residue left. Fixtures should also be clean.
- Bathroom floor swept and mopped. Sink scrubbed and mirrors cleaned.
- Carpets vacuumed and spots, if any, removed.
- Kitchen floors swept and mopped. Spots removed, if any. Kitchen sink scrubbed, fixtures and counters wiped.
- All cabinets, drawers & closets (kitchen, bathroom, hall) wiped out. Outside of cabinets cleaned.
- NOTHING should be left in the trailer or you will be charged for removal.

Again, if you do not clean/repair the trailer to our satisfaction, we will have it done professionally and you will be charged. It will be taken out of your deposit.

You should receive your deposit back within 14 days from the day your contract is up provided extensive repair/cleaning does not have to be performed.

IF YOU WANT YOUR DEPOSIT BACK YOU MUST DO THE FOLLOWING:
PLEASE LEAVE KEYS AND A FORWARDING ADDRESS ON THE KITCHEN
COUNTER AND LOCK THE DOOR WHEN YOU LEAVE. PLEASE NOTIFY US WHEN
YOU ARE OUT SO THAT WE MAY INSPECT PROMPTLY AND YOU MAY RECEIVE
YOUR DEPOSIT AS SOON AS POSSIBLE. 428-7261

Thank you for your consideration in this matter. If you have any questions, please call and thank you for staying with us. We hope it has been pleasant. If you have any suggestions on how we may better serve you please let us know. Thanks.