



## Move-Out Instructions

Following are a list of items to help you prepare the unit for the move-out inspection and maximize the amount of security deposit refund you receive.

- Please remove all personal items from the living unit, garage, front and back patio areas.
- Please clean all appliances, sinks, toilet(s), bath/shower, cabinets, shelving and countertops.
- Please dust all window sills, blinds, mop boards and door casings.
- Please wipe down all interior walls and clean interior windows..
- Please fill nail holes using joint compound (spackle).
- Please clean, sweep and vacuum all floors.
- Please have the carpets professionally shampooed. Please provide a copy of the carpet cleaning receipt at the move-out inspection.
- Please transfer or cancel any applicable utilities (i.e. cable, electricity and phone)
- Please provide forwarding address with new phone numbers if applicable.
- Please return all unit keys, mail box keys, and garage door openers during the move-out inspection.
- Please contact **Pat Lefler, Maintenance Director at 1-800-378-9366** or **Sherry Richey at 405-820-4851 or [okmgr@exceldg.com](mailto:okmgr@exceldg.com)** about a week ahead to schedule your move-out inspection.

During the move-out inspection, the condition of the unit will be evaluated and any repairs determined to be outside of ordinary wear will be deducted from your security deposit. The Owner reserves the right to collect payment for damages in excess of the security deposit.

EXCELLENCE IN AFFORDABLE HOUSING

**NOTICE TO VACATE**

I/We, \_\_\_\_\_ reside at \_\_\_\_\_

\_\_\_\_\_ and am giving my notice to vacate the premises on \_\_\_\_\_.

I understand my Lease requests 60 days written notice, preferably from the first day of the month.

I am leaving because \_\_\_\_\_

My forwarding address is: \_\_\_\_\_

My phone number is: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date