



8400 NORTH MOPAC EXPRESSWAY, SUITE 200  
AUSTIN, TEXAS 78759-8323  
TEL: 512-345-9886 FAX: 512-345-2302

## TENANT DEPARTING INFORMATION

Dear Resident(s):

We are sorry to lose good tenants and hope this information will help make your relocation plans smoother. If for some reason your plans change after submitting your Move Out Notice, please contact us immediately to see if the Property has already been leased and/or if the Notice can be changed or retracted. Please understand that you are bound by your Notice, and cannot stay beyond your termination date unless approved by management.

### **INSPECTION**

Remember, you are considered in possession of the property until all keys are turned in to us (not left in the property). Your property will not be inspected until all keys are returned, and the property is completely vacated. All personal effects must be removed. If you will be vacating early, please call and notify us. Place all trash out for collection. It is most important that stoves, refrigerators, floors, woodwork, baths, etc. be left clean. We regret that we will have to deduct from your security deposit whatever it costs to have this work done. Please refer to your Move In Packet and Inventory & Condition Form for reference.

### **SECURITY DEPOSITS**

The escrow money you gave when you moved in is not the last month's rent. The property will be inspected within 48 hours after you have given us the keys and have vacated. Your security deposit accounting will be mailed to you within 30 days following your move out date. We must have your forwarding address in writing, as deposit refunds are sent via certified mail and are not forwarded by the U.S. Postal Service.

### **AGENT MARKETING**

We will begin marketing your property for rent during the last 30 days of occupancy. An agent will be coming out to put a sign and lock box on soon. We will put your home number in the computer so agents can call you in advance to schedule showings. For your own protection, please do not let anyone into the property who is not accompanied by a licensed agent! Thank you in advance for your cooperation. **If you have had the property rekeyed during your stay, please contact management immediately to arrange for us to get a copy of the new key!**

### **REPAIRS**

Please advise us of any malfunctioning in the plumbing, heating, wiring, appliances, or household equipment. Check all windows and doors to make sure they can be closed and locked. You should attend to anything that might be assessed against you due to abuse, misuse, or neglect prior to your move.

### **TO ALL OUR RESIDENTS**

We have enjoyed having you! Please keep us in mind if we can assist you in the future. If you know someone else who might benefit from our services, we hope that you will let us know so we can contact them. Thank you...we wish you the best of luck to you in your new home!

Sincerely  
Recar & Associates