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**Thank you for choosing to rent through Advantage Homes for Lease,
www.RentKCHomes.com.**

We have enjoyed working with you throughout the term of your lease.

We have received notification that your lease will not be renewed.

We have been happy to have you as our renter and it is our goal to return ALL of your SECURITY DEPOSIT provided you have complied with the terms of the rental agreement and have left the premises and contents undamaged, clean and in Move-In condition for the next occupant. Please read this letter in great detail to ensure your move-out process goes smoothly.

We would like to remind you that [we will now begin showing your home](#). **Please give us the best phone # to call or text for showings.** We ask that you please *vacate the home during the showings* which usually takes no more than 20 minutes. Your pets should also be properly secured for all showings. A sign & lockbox will be installed. Please refer to your lease, clause #13 or feel free to contact us with any questions or concerns.

In order for your **security deposit to be refunded** we ask that the following check list of your Move-Out duties be completed. Since you will be busy at move out with packing and other arrangements, a suggested time table is shown to help you organize this work so that most of the tasks can be completed before Move-Out day.

4 weeks before Move-Out

- _____ Report to Advantage Homes all interior and exterior damages requiring repair, and advise which repairs you are qualified and willing to perform yourself. Advantage Homes must give permission for such work and may have suggestions that will make the job easier for you to do.
- _____ Replace broken and cracked glass in windows, doors and storm windows: replace all torn screens.
- _____ Remove swing sets and play equipment that weren't provided with the property.
- _____ Have all discarded items removed by a charity or trash hauler.

3 weeks before Move-Out

- _____ Remove cobwebs & clean windows & door panes from basement & garage ceilings and walls.
- _____ Check all smoke alarms and replace beeping batteries if necessary.
- _____ Clean light fixtures, including outside entry lights, replace burned out bulbs, remove, wash, & replace any broken glass globes.
- _____ Clean all windows, storm windows, and glass door panes including frame areas between windows and storms.
- _____ Re-hang owner window coverings, if removed.
- _____ Replace any broken blinds or shades.

2 weeks before Move-Out

- _____ Call Advantage Homes' to schedule move out documentation
- _____ Remove all debris and litter from yard.
- _____ In warm weather, hose down air conditioner compressor fins.
- _____ In warm weather, remove leaves and dead plants from yard.
- _____ Remove volunteer growth and litter along fence lines.
- _____ Remove any remaining picture hooks, and hangers from walls.
- _____ Clean walls, doors and wood trim of soil and marks in all rooms.
- _____ Vacuum ceilings for cobwebs.
- _____ Make certain all drains and toilets are unclogged.
- _____ Remove, wash and replace mesh filter in range hood.
- _____ Clean out fireplace (if applicable).

Last week before Move-Out

- _____ Clean all fan blades & light fixtures.
- _____ Clean all windows, patio doors and tracks.
- _____ Remove fingerprints from all surfaces including doors and light switch covers
- _____ Remove all nails from walls & hangers from closets **If you do not intend to have a professional painter complete painting, do not fill or patch any holes. Incorrectly filling holes, even small nails holes throughout the home can cause more labor charges.*
- _____ Patch holes you created and professionally paint if necessary. **Considering paint can fade over time even if the same color code is used, touch up painting is not typically considered a professional finish, & will more than likely leave a "spotty" appearance. We recommended that a wall be painted from corner to corner.*
- _____ Wipe down basement windows, remove all trash from basement.
- _____ If pets have been in the basement or garage, shampoo or mop, & disinfect and deodorize
- _____ Replace furnace filter.
- _____ Remove lint from clothes dryer vent area
- _____ Remove stains from driveway
- _____ Rake leaves & remove or cut down dead plants.

Day of Move-Out

- _____ **All Rent, Fees, and Funds Must Be Paid In Full at this time.**
- _____ Clean inside & outside of all cabinets. Remove all torn shelf paper.
- _____ Clean all appliance exteriors & interiors, including range hood.
- _____ Clean oven, broiler pan/drawer, wire racks, & replace drip pans (if can't be cleaned).
- _____ Clean out refrigerator (if applicable).
- _____ Clean out microwave (if applicable)
- _____ Clean out dishwasher (make sure all door ledges are also clean).
- _____ Clean all bathrooms including tubs, shower, faucets, mirrors, shower enclosures/tracks & toilets.
Remove all mildew
- _____ Thoroughly clean all hard surfaced floors
- _____ Professionally shampoo all carpets & provide us with receipt (please complete carpet cleaning after all furniture and personal items have been removed) **If you have pets, the carpets must be treated for fleas and odors.**
- _____ Remove oil & grease from garage floor & remove all personal items, trash & sweep or mop clean.
- _____ Mow lawn, remove leaves and weeds.
- _____ In cold weather, remove snow & ice from driveway, steps, & sidewalk.

_____ Set out trash for pick up by removal service. If you no longer have service, you must dispose of the trash. **Do no leave it on the property.**

You must leave your unit in “move-in ready” condition for the next occupant.

Final Walk-Through

_____ **At the time of Final Walk-Through, make sure your Move-Out Check List completed. The Advantage Homes Walk-Through Coordinator will meet with you to conduct an inventory of the premises. (We recommend you to be present for this Final Walk-Through.)**

_____ *The Walk-Through Coordinator will collect all keys and garage door transmitters & **you will no longer be able to enter** (even if you schedule your Final Walk-Through prior to your lease ending date).*

_____ **Return all keys (including pool keys) & garage door transmitters to the Walk-Through Coordinator.**

_____ Leave your forwarding address with the Walk-Through Coordinator.

Please call our office to schedule your move out documentation. Advantage Homes manages over 200 properties; please do not wait until the last couple of days of the month to schedule an appointment if you desire to be present for your Final Walk-Through.

You must be completely moved out for the Final Walk-Through. If not, the Final Walk-Through must be rescheduled and a **\$45 service call fee will be deducted from your security deposit. All keys and transmitters must be returned during your scheduled Final Walk-Through time, or on your lease ending date, otherwise you will be charged \$150.00 for a lock change/change of garage code.** The Walk-Through Coordinator is there solely to document the condition of the property upon your move out. The Walk-Through Coordinator does not determine the amount your security deposit refund. After completion of the Final Walk-Through, the Walk-Through Coordinator will return the documents and digital photos to our office. From this point, Advantage Homes’ forwards the information to the owner to determine the security deposit disposition. Per Residential and Landlord Tenant Landlord Law, the security deposit or any portion thereof must be returned within 30 days of lease end date. Based on the Final Walk-Through, the Owner makes the decision for reimbursement of unused security deposit funds.

Please do not hesitate to call us if you need vendor names or #'s to help you move out go smoothly

Thank you for renting through Advantage Homes and remember us when it is time to buy a home or if you know of anyone with Real Estate needs.

Thank you,
Advantage Homes Management
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