

**S&G Properties**  
**Move Out Procedure**  
Office phone: 616-719-0819

**Provide office with thirty day written notice** including forwarding address. Fill out form on second page.

If you will be breaking your lease agreement you may still be responsible for rent through the term of your lease. If this is the case with you, you must contact the office and discuss your options.

Contact the Water/sewer Utility to pay your final bill if you pay for water.

Confirmation Number: \_\_\_\_\_

Contact Gas Company: Call S&G Property Management office 7 days before you request your gas to be taken out of your name!

Confirmation Number: \_\_\_\_\_

Call Electric Company to get a final reading on your meter (near your last day).

Confirmation Number: \_\_\_\_\_

Contact the post office to forward your mail (start forwarding 3 days in advance.)

**Leave forwarding address** with the S&G Property Management office.

Cleaning requirements are listed below. Follow this check list to help make sure you get all your security deposit back.

Light bulbs were installed when you arrived; make sure they remain when you leave.

Help us by listing any repairs you know about that should be addressed before a new tenant moves in:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What about the security deposit?**

Do not use your security deposit as last months rent. This can reflect negatively on your credit report and rent-wise score because it will be a missed payment. We will provide a move out inspection and when this passes, if you do not have an outstanding balance due, you will receive your security deposit within thirty days mailed to the forwarding address you provide. Do not ask for, or expect your deposit on your move out day. You must provide in writing, to the office, your forwarding address to receive your security deposit.

**As you walk out the door for the last time:**

Empty Trash to waste containers!

Empty Refrigerator/freezer.

Leave keys to

unit, mailbox, and garage door opener on the fridge;

Shut lights off.

Turn heat to 62 and air-conditioning unit off.

**CALL** the main office to inform us you are out. Telling maintenance personal or a leasing agent is not enough.

**Thirty day move out notice:**

Names of all adult tenants: \_\_\_\_\_  
\_\_\_\_\_

Current complete address: \_\_\_\_\_  
\_\_\_\_\_

Move out date: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Will you be breaking your lease: ( Yes / No ). If yes, contact the office for arrangements. You may still be responsible for the rent to the end of your lease.

Forwarding Address (We MUST have this even if you do not expect to receive your security deposit.)

Names: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Each tenant must sign the move out form:

Tenant Signatures: _____	Date signed: _____
_____	Date signed: _____
_____	Date signed: _____
_____	Date signed: _____
_____	Date signed: _____

You may be contacted now at:

Cell phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_