

LOCATION PROPERTIES

Location Properties L.C
1037 Vermont Street
Lawrence, KS 66044

Thank you for renting from Location Properties L.C. We hope you have enjoyed the property. Please let this letter be a reminder of our move-out and check out policies that you must follow in order to maximize the amount of your deposit that is returned to you.

- All written terms of the lease supersede this checklist so please refer to lease.
- Security Deposits are typically reconciled just prior to 30 days after the end of the lease.
- Rent must be paid in full through the move out date in the Rental Agreement. The security deposit cannot be applied toward rent. See lease for details.
- If you are trying to sublease, you are obligated under the Rental Agreement for the full term until a new tenant pays rent equal or greater than your rent due under the Agreement.
- Carpets must be professionally cleaned according to lease. Schedule this early please.
- Any damage to walls, doors, ceilings or scuffed paint must be professionally repaired and repainted to match existing walls.
- Property must be thoroughly cleaned or professionally cleaned including the following:
 - Clean the bathrooms, toilets, showers, tubs, cabinets, wipe out drawers.
 - Clean the kitchen including interior of range, refrigerator and all appliances.
 - Vacuum and broom clean thoroughly including garage and storage areas.
 - Mop all non-carpeted surfaces including under refrigerator and under washer/dryer.
 - Remove all of your belongings and properly dispose of trash to curb or dumpster.
 - Lawn must be mowed and properly maintained until the last day of the Agreement.
 - Leave all utilities on, except cable TV, until the morning after your Agreement ends so the next tenants can have the name changed without having to meet the utility people at the house and so repairs and cleaning can be done.
- Make sure your movers do not remove any appliances or property of Owner.
- Please notify us and we'll look the property over as a final checkout to determine the security deposit refund amount, based upon the condition of the property and if the terms of the lease were met. Checks are mailed out approximately 30 days after end of lease.
- Please leave all keys and garage openers on kitchen counter and please return the main key to us at our office at Attn: Location Properties at 1037 Vermont Street, Lawrence, KS 66044. Please label the keys with the property address and your names.
- Please give us your new mailing address so that we can mail deposit reconciliation to you.
- If new mailing address isn't provided, deposit reconciliation will be sent to the property address with anticipation that tenant scheduled mail forwarding.
- We will not release the security deposit early for any reason as we need time to reconcile.
- In the case of multiple tenants, unless otherwise directed in writing, we make the deposit refund check payable to all tenants and the way it is split up must be determined by you upon cashing the check that will require all of your signatures. We will not be the judge as to which individual gets which percentage of the deposit.
- A written letter or e-mail from each individual tenant asking for separate checks signed by indicating the amount or percentage due to each individual may be considered. Please provide forwarding address for each individual.
- Please contact us at LocationPropertiesLC@gmail.com or (785) 841-7300 with questions.