

Howard's Place  
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Thatcher, AZ 85552  
howardsplacere rentals2@gmail.com

### MOVE OUT PROCEDURES FOR TRAILERS

In accordance with the rental agreement, and to maximize the amount of your cleaning/repair deposit, let us remind you of a few important things. If these steps are followed and no major damage has been done to the trailer there is no reason why you shouldn't receive a complete refund.

Your trailer was cleaned before you moved in. It is expected that you will leave the trailer in the same condition. Below is a list of things that are cleaned thoroughly by our maintenance personnel if you do not clean them:

- Oven and stove cleaned scrubbed thoroughly.
- Refrigerator and freezer cleaned. No food or food particles left.
- Toilet cleaned. This means lid, seat, and bowl. Outside of bowl must be cleaned. Floor should be washed around the base of the toilet including the back area.
- Shower cleaned. No soapy residue left. Fixtures should also be clean.
- Bathroom floor swept and mopped. Sink scrubbed and mirrors cleaned.
- Carpets vacuumed and spots, if any, removed.
- Kitchen floors swept and mopped. Spots removed, if any. Kitchen sink scrubbed, fixtures and counters wiped.
- All cabinets, drawers & closets (kitchen, bathroom, hall) wiped out. Outside of cabinets cleaned.
- NOTHING should be left in the trailer or you will be charged for removal.

Again, if you do not clean/repair the trailer to our satisfaction, we will have it done professionally and you will be charged. It will be taken out of your deposit.

You should receive your deposit back within 14 days from the end date of your contract provided extensive repair/cleaning does not have to be performed.

### **IF YOU WANT YOUR DEPOSIT BACK YOU MUST DO THE FOLLOWING:**

**PLEASE RETURN KEYS AND A FORWARDING ADDRESS TO SHELLEY HOWARD IN AN ENVELOPE WHEN YOU LEAVE. PLEASE NOTIFY US WHEN YOU ARE OUT VIA EMAIL SO THAT WE MAY INSPECT PROMPTLY. DEPOSIT REFUNDS WILL BE SENT VIA VENMO NO LATER THAN 14 DAYS AFTER YOUR CONTRACT DATE ENDS.**

Thank you for your consideration in this matter. If you have any questions, please call and thank you for staying with us. We hope it has been pleasant. If you have any suggestions on how we may better serve you please let us know. Thanks.