

Date:

Property Location:

Tenant's Name:

Please be aware of the following reminders and call if you have any questions regarding your security deposit or vacating procedures.

Amount on File:

REMINDERS OF TERMINATION AGREEMENT

1. Termination of tenancy is complete upon repairing the rental unit to a condition equivalent to its condition at time of move in.
2. **Utilities must be kept on and in your name through the end of your lease term.** For example, through August 31st - turned off September 1st. All final utilities bills must be paid when due.
3. Return all keys at time of final inspection.
4. As well as general cleaning when terminating occupancy, tenants agree to clean and defrost refrigerator, clean kitchen range by removing burners and other easily removable parts; cleaning thoroughly and replacing the same. Easy Off or other similar cleaner should be used on the inside of oven, racks, broiler trays and other parts which have baked-on food.
5. **Professionally steam clean carpets** (see enclosed list for authorized carpet cleaning companies), clean and mop all vinyl floors, wipe down all counter tops, clean out all cupboards, and disinfect and clean bathrooms. Lime Away, Vanish and Comet are recommended for hard water stains.
6. **The Colorado Real Estate Commission allows for 60 days after the tenant has vacated, to refund any deposits due.**
7. **Call us in advance to schedule the final inspection. Please provide a forwarding address at this time.**
8. Please remember this is a brief cleaning outline, **cleaning is not limited to the items listed above.** All rules of your lease will apply when it comes to your vacating the premises, especially those of the Security Deposit Agreement. This will include all areas of the property; including yard, grounds, garages etc...

Action Property Management Company / Mariann Menor-Lewis, Broker
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(970)-382-0134

Additional Information on Carpet Cleaning:

Due to past experiences and familiarity with carpet cleaning companies in our area, there are three companies approved for carpet cleaning. When you schedule carpet cleaning be sure to tell them that you rent from Action Property Management and you will receive a discount.

Ultrasteam Professional Service 385-8444

Black Bear Carpet 382-1344

C.A.R.E. 247-2626

You must provide a receipt for carpet cleaning to Action Property Management.