

## **BOBCAT PROPERTY MANAGEMENT MOVE-OUT INSTRUCTIONS**

Dear Tenant,

As your time at your leased rental property comes to an end, we want to provide you with important information regarding the move-out process. Please carefully review the following details, and if you have any questions or need clarification, do not hesitate to reach out to our office via phone or email.

### **Carpet Cleaning:**

Carpets must be steam cleaned by a professional cleaning company approved by Bobcat Property Management. The receipt of work must be submitted to Bobcat Property Management on or before approved date of your vacancy.

### **Pre-Approved Carpet Cleaning Vendors:**

- Right On Time Carpet Cleaners: (775) 342-5734
- Eagle 1 Carpet Care: (775) 885-1991
- Floor Masters: (775) 841-5917

### **House Cleaning:**

Thoroughly clean the property, including but not limited to floors, walls, appliances, and fixtures. Pay special attention to areas that may accumulate dirt or grime over time. A clean property facilitates a smoother transition for incoming tenants. If surfaces are left dirty, noticeable streaks are present on mirrors or appliances, dye tabs are left in toilets, etc... it may result in charges for professional house cleaning services. Tenant caused dirt and dust is not considered normal wear and tear.

### **Light Bulbs, Filters, and Batteries:**

As part of the move-out requirements, please ensure that new light bulbs, air filters, water filters, and batteries are installed in the following areas:

- Light Bulbs: Please verify that all light bulbs in the property are in working condition. Additionally, ensure that the light bulbs are matching in shade and tone, specifically Bright White.
- Air Filters: Replace the air filters in the HVAC system to maintain air quality and system efficiency.
- Water Filters: If your property is equipped with water filtration systems, replace the filters as needed to ensure clean and safe water.



- Batteries: Install fresh batteries in smoke detectors, carbon monoxide detectors, thermostats, and garage door openers, and any other area that requires batteries to ensure these devices function properly.

### **Landscaping:**

Any outside areas are to be neatly mowed, trimmed, pruned, weeded, fertilized, and watered. Remove all trash, debris and grease. Pick up and remove any animal droppings.

### **Trash and Recycling:**

All trash and recycling must be disposed of before turning over the home to Bobcat Property Management. It is essential that the trash receptacles are empty upon your move-out date.

In the event that Management has to coordinate trash pick-up and handle the movement of trash cans in and out, please be aware that you will be charged for the time and effort required to perform these tasks. To avoid any additional charges, we strongly encourage you to ensure that all trash is removed and the receptacles are empty before your scheduled move-out date.

### **Utilities:**

Keep all utilities in your name until the final day of your lease. If utilities are prematurely turned off, the pro-ration plus any setup fees will be charged to you.

### **Thermostats and Heating Requirements:**

Set all thermostats within the property to a minimum of 55 degrees Fahrenheit. It is crucial to ensure that there is adequate heat to prevent any potential freezing and subsequent damage to the premises.

If the heating system is turned off completely, you will be held responsible for any damages resulting from neglect, including but not limited to frozen pipes. By maintaining a minimum temperature of 55 degrees, you help safeguard the property and prevent issues that may arise from extreme cold temperatures.

### **Key Turn Over and Management Possession:**

We want to emphasize that the home will not be considered returned into the Management's possession until all keys and remotes have been returned to our office.

Keys and remotes must be dropped off at our office located at 508 N Curry St, Carson City, NV 89703. Please utilize the key drop box or door slot available at the office for your convenience.



It's important to note that a representative from Bobcat Property Management will not be present during the drop-off, so please ensure that all items are securely placed in the designated area and labeled appropriately.

It's crucial to adhere to this timeline, as failure to deliver keys by 11:59 PM on the approved vacancy date will result in a daily pro-ration charge of the monthly rent until the keys are received by Bobcat Property Management.

### **Final Walk-Through:**

Bobcat Property Management conducts all final walk-throughs unaided by residents and/or property owners. The move-out inspection will occur within 2 business days of receiving the keys back from you.

Following the inspection, you will promptly receive a copy of the move-out inspection report. Please note that this inspection serves as a general overview of the home. Management will review the move-in inspection after completing the move-out inspection to make a fair comparison.

If you have any questions or concerns regarding the move-out inspection or the report received, we encourage you to reach out to our office. We are here to address any inquiries and ensure transparency in the process.

### **Security Deposit Refund and Forwarding Address:**

In accordance with Nevada Revised Statutes (NRS), Bobcat Property Management will return remaining funds from your security deposit, along with a receipt detailing any deducted items, no later than 30 calendar days after your move-out.

Please be aware that the 30-day countdown begins on the day following your move-out and we are committed to adhering to this timeline as per the statutory requirements. It is important to note that we will not expedite the process beyond the stipulated timeframe.

Please ensure you provide Bobcat Property Management with your forwarding address. This information is crucial for the prompt and accurate delivery of your security deposit refund. If a forwarding address is not submitted, the security deposit refund will be mailed to your last known address.

Additionally, you have the option to opt in for your security deposit refund to be sent via ACH. To avail yourself of this option, please go through your tenant portal to set up ACH for your refund. It's important to note that Management cannot establish this arrangement on your behalf.



As you approach the final stages of your move-out process, please remember that we are here to assist you in ensuring a smooth and efficient transition. If you have any additional questions or require further clarification on any aspect of the move-out procedure, we invite you to reach out to our office.

You can contact us by phone at 775-461-0081 or via email at [Hello@bobcatpm.com](mailto:Hello@bobcatpm.com). Our team is ready to provide the necessary support and address any concerns you may have.

Thank you for your cooperation. We appreciate the opportunity to serve you and wish you the best in your future endeavors.

Best regards,

Bobcat Property Management

508 N Curry St Carson City, NV 89703

Office: 775-461-0091

Email: [Hello@bobcatpm.com](mailto:Hello@bobcatpm.com)

[www.bobcatpropertymanagement.com](http://www.bobcatpropertymanagement.com)

