

## Move-In/Move Out Procedures

We want you to enjoy your rental home and have a great living experience under our management. Below, Anna Victoria Group’s procedures for moving in and moving out.

<b>Moving In</b>	<b>Moving Out</b>
Before receiving keys:	Submit a completed “Notice to Vacate” Form. This will include the intended move-out date and forwarding address to send your security deposit. To receive your full security deposit:
Rent and security deposit must be paid in full with certified funds.	Leave a clean property free of debris and personal belongings on the interior and exterior. All keys, permits and passes must be returned within (24) hours of vacating. All utilities are paid through move-out date. We recommend that you are present for the move-out inspection to determine if any damage was done to the premises.
Move-in inspection form must be completed and turned in within 5 days prior to move-in. This is for your protection in that it details the condition of the property prior to your move-in. For any repair items, please submit a maintenance request.	You will be responsible for rental payments until all keys are returned. <b>DO NOT MAIL KEYS OR LEAVE IN UNIT</b>
All properties have been cleaned to the standards of AVG, which includes professional carpet cleaning.	Transfer utilities back to the Owner
All utilities must be turned on in your name by lease start date with proof of transfer. Failure to have utilities transferred into your name will result in a \$100 fee.	Security deposit will be mailed within 40 days to the address provided.
Obtain a Renters Insurance Policy. The Landlord and Agent	