



MOVE OUT STEPS

JENIFER DENNEY

Property Manager

jenifer@porterbrauen.com

- 1 Turn in written “30 Day Notice to Vacate.”
- 2 Pay prorated Rent on the first of the month. Prorated rent amount is calculated by:

$$\frac{\text{MONTHLY RENT AMOUNT}}{\text{NUMBER OF DAYS IN MONTH}} \times \text{NUMBER OF DAYS IN UNIT}$$

- 3 Schedule “Move-Out Walk Through” with Management. Move out walk through is to be scheduled between 9:00 a.m. to 4:00 p.m. Monday through Friday only. Tenants are required to be present.
- 4 Clean unit according to cleaning checklist given at move-in.
- 5 Management will process move-out paperwork and mail move-out accounting within 31 days to the forwarding address provided.

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