

Tenant Move Out Day Instructions



Tenant(s): _____

Contact number(s) & Email address: _____

Property Address: _____

Forwarding Address: _____

→ **When do I get my security deposit?**

Per state property codes there is a refund period of up to 30 days following your vacating the property. We will perform inspections deducting any potential damages and refund your deposit as soon as possible. Please feel free to email customerservice@ambassadorproperty.com with any concern.

→ **When can I turn off utilities?**

Please refrain from turning off utilities prior to our final walk through usually 24 hours upon vacating. If you have already terminated utilities please let us know.

→ **Does staff walk the property with me for final inspection?**

We do not perform personal walk through final inspections with tenants. Per your lease agreement you may be required to provide receipts for professional cleaning and carpet shampoo. We ask you provide those receipts within 24 hours if you did not upon dropping off keys. All receipts will be varied with the vendor.

→ **Do I need to return all keys and devices now?**

You are required to return all keys and devices including HOA pool keys, etc. If you fail to do so it may be considered that you still have legal possession of the property. Please make sure all keys are in an addressed and sealed envelope with this notice.

→ **Can I speak to someone with my questions?**

To better serve our clients we ask that in person appointments be scheduled in advance. You may always email customerservice@ambassadorproperty.com or take advantage of our phone hours by calling 512-351-7800. Leave a detailed message if necessary and someone will return your call.

Tenant
Signature(s): _____

Revised 11-2015