

Below are two different checkout lists. One for those that sell their contracts, and one for those checking out at the end of their contract in August. Please use the instructions that are appropriate for your situation.

Checkout Info for Sold Contracts

- Print a cleaning packet from our website under the tenants tab → cleaning check forms. Choose one assignment to complete and have a roommate sign at the bottom that you completed your assignment. Clean your bedroom, bathroom, and one common area listed on the sheet. This needs to be done extremely well so that there are no complaints from the next tenant.
- Turn in keys to office
- Turn in parking sticker to office. You can stick it to a piece of paper with your name and apartment number on it.
- Turn in a self, addressed, stamped envelope for your deposit return. Make sure to address it to where you wish to receive your deposit. It may take up to 30 days from when your contract ended for it to be mailed out.

You can bring all 4 items to our office anytime Monday through Friday between 9:00 am – 5:00 pm. If you are selling your contract make sure everything is turned in at least one business day **BEFORE** the new tenant is to move in.

If you have a spare minute we would LOVE for you to leave Cougar Rentals a review on Google!

Info for August Checkouts

Since it is physically impossible for us to be everywhere at that time, we are asking that everyone and ALL personal belongings be vacated from the unit and your keys and all checkout sheets be left in the condo. We will be coming by during the day to make sure the condo is clean and ready. If there are belongings in the condo after 11:00 a.m. you may be subject to a \$50/day charge. Since there will not be a second chance to clean after 11:00 please be **VERY** thorough on your cleaning and follow the list you were given. I cannot stress enough the importance of cleaning well. It will save us time and you money. Cleaners are hired at \$30/hour.

Below is a check list to help:

1 – Complete a cleaning assignment. If your condo has a roommate who has left earlier, the remaining cleaning assignments need to be divided up by remaining tenants. Be very thorough. We do expect a completely clean condo.

2 – On your bed leave the following:

- o Keys. All keys were signed out for and all keys must be returned to avoid a re-key charge.
- o Completed cleaning assignment
- o Self-addressed, stamped envelope for your deposit refund
- o Parking pass if one was issued to you

3 – If you are leaving the condo *PRIOR* to the checkout day please bring your keys to the office but leave your cleaning sheet on your bed so we know whose room belongs to whom.

4- Pay your share of the utilities to your roommates! Do NOT turn your power or gas off until after Tuesday so there will be time for inspections and cleaning.

5 – Make sure all light bulbs are working and match. If there is supposed to be a clear vanity bulb (for example) replace it with a clear vanity bulb.

6 - If your closet doors are off, place back on. Remove ALL cinderblocks from under bed (\$5 per block if we have to), clean under them and remove from condo.

If you are staying on for the next year your cleaning check will be at the same time.