

Bellevue Real Estate

1319 Galvin Road South ~ Bellevue, NE 68005

Phone (402) 292-3311 Fax (402) 292-8666

Dear Tenant:

Attached is a check out sheet of general items we look for when a tenant vacates a home.

We will do a walk thru of the property **after** keys have been turned in to the office. The walk thru inspection information will be compared to the check in sheet that you completed upon move in. Any cleaning not completed to standards or damages caused while you occupied the property will be evaluated monetarily and charged against your Security Damage Deposit.

Your carpets must be cleaned by a **professional carpet cleaning company** (as stated in your lease) and the receipt must be turned in to the office along with your keys (including mail box keys), and garage door remotes. If you don't drop off a copy of the receipt, we will assume the carpets have not been cleaned and will deduct monies from your Deposit for same.

Also please remember to have utilities taken out of your name on the day, or as close to your move out date as possible. We are not responsible for final readings of meters.

Please feel free to contact us with any questions or concerns.

Thank You,

M.A. Janda
Broker