



## Move Out Instructions

We are sorry to see that your stay with us will be ending. To accomplish a smooth transition, please read through the following MOVE OUT INSTRUCTIONS.

### Key Turn In

It is the responsibility of the resident to deliver all keys and openers to **Copper Vine Property Management at 11859 N Pecos St Ste 200 Westminster, CO 80234**. Failure to deliver all keys and openers could incur additional charges. For a \$25 convenience fee you can avoid the hassle of bringing your keys to our office on the last day of your lease. Respond back to this email letting us know if you would like to sign up. You will be required to pay this convenience fee before the last day of your lease. On the final day of your tenancy, if you elect to use this service, you will send an email to [admin@coppervinepm.com](mailto:admin@coppervinepm.com) with a picture of your keys in the kitchen drawer, your forwarding address and all cleaning receipts attached. Make sure when you leave the home it is secure.

### Forwarding Address

We cannot return your deposit without your forwarding address. It is imperative that you provide this address to us in writing. The best way to do this is through your tenant portal. Using the tenant portal assures you that it will not be lost in the paperwork shuffle or emails being lost etc. If it is not possible to use the portal or email, then you should mail a written copy and send it to Copper Vine Property Management 11859 N Pecos St Suite 200. Westminster, CO 80234.

### Your Security Deposit Refund:

When you follow the move out procedures and leave the property in good condition, it simplifies the task of refunding your security deposit. CVPM remits security deposit transmittals within 60 days in accordance with the state landlord/tenant law. Your security deposit cannot be used to pay last month's rent or any other month's rent. Remember, CVPM wants your move out to be a pleasant and successful process. The goal is to return the property in the same condition as you received it so we can return 100% of your security deposit back to you at the end of your tenancy and in a timely manner. Should a property require Landlord to take action due to Tenants request, or Tenant's failure to leave the property in a clean, ready to rent condition - an administrative charge will be added to each work order.

### Utilities

DO NOT shut off any utilities. Utilities MUST stay in place through the end of your lease, or the date you are vacating if past the lease end date or once a new tenant is placed if terminating the lease early, at minimum. A fee may be charged if the Tenant has the utilities turned off or disconnected prior to the time frame they are responsible for, per each utility, in addition to any actual charges of the utility company.

## Preparing the Property

Copper Vine Property Management  
11859 N Pecos St Ste 200 Westminster, CO 80234  
303-750-7070  
[admin@coppervinepm.com](mailto:admin@coppervinepm.com)



When you are ready to move, if you have questions on how to prepare your residence, please call your management team, and discuss your concerns with them. Hiring a professional cleaning company to clean the residence is often the best and easiest way to prepare the property upon moving out (contact our office for recommendations of our preferred vendors). We want your move to be a pleasant and successful one. The following are the steps to take for your move.

**Deep Cleaning:** *Refer to CLEANING INSTRUCTIONS from your Resident Resources.*

Have the property clean throughout the interior and the exterior as indicated in the Cleaning Instructions.

**Carpet Cleaning:**

Carpet cleaning is required for the property upon move out. Tenants are responsible for carpet cleanings regardless of whether you have pets or not and/or have soiled carpets exceeding normal wear and tear.

- o Do NOT rent carpet-cleaning machines, use home cleaning machines, or employ chemical cleaning companies. Only professional truck-mounted steam cleaning from a reputable company is accepted.
- o Contact CVPM for a recommendation for a carpet cleaner who will give you reasonable rates on carpet cleaning. This does need to be scheduled so let us know sooner than later if you would like us to handle this for you.
- o If you hire another carpet cleaner, the carpet cleaner must guarantee their work to the satisfaction of CVPM, and a receipt is required during the walk-through inspection.
- o Tenants, please note, CVPM will not reimburse for any carpet cleaning contracted by tenants.

**Replacements:**

The following must be in working order to avoid charges when moving out:

- o Light bulbs - Replace all Burnt out and mismatched bulbs.
- o Replace smoke detector batteries
- o Replace missing doorstops.
- o Furnace filters - change the filter just before you vacate the property, and make sure you use the correct size.

**Landscape Clean up:**

The outside area is to be neatly maintained, mowed, trimmed, pruned, fertilized, with all weeds removed and/or leaves and watered for any outside areas that apply in your rental contract.

- o Remove all trash and debris, placing in the proper receptacles.
- o Remove grease or oil drips; dispose of motor oil properly – it does not belong in the garbage receptacles.
- o Pick up any animal feces whether you have an animal or not.

**Trash:**

If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense. This includes items in the trash/recycle bins.

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- o Place all other trash within the appropriate trash receptacles for normal trash removal and make plans for removal. An additional charge may apply if CVPM is to make arrangement to put trash bins out for normal pick up.
- o If any trash is left in the property, you will be charged for the removal.
- o Do not overflow trash receptacles.

### **Painting & Wall Repairs**

We ask that you **do not attempt to spackle, patch, texture, or paint** any walls yourself before moving out.

While tenants are **financially responsible** for filling nail, screw, or anchor holes that exceed normal wear and tear, these repairs must be completed **professionally**. Poor patchwork or obvious touch-ups often result in additional charges due to the need for retexturing or repainting entire wall sections.

### **You have two options:**

1. **Hire a professional** to complete the work prior to move-out.
2. **Leave the repairs for us to handle** after you vacate, and we will deduct the cost from your security deposit.

This helps prevent mismatched paint, uneven texture, and unnecessary costs.

**Thank you in advance for your cooperation!**

**Copper Vine Property Management**