



301 Lakeside Park
Southampton, PA 18966
T: 215-354-0404
F: 215-953-1065
www.onyxmgt.com

MOVE OUT INFORMATION

Dear Tenant,

To avoid losing a portion of your security deposit, it is important to provide notice no less than 60 days prior to the end of your lease. It is counted from the 1st day of the next month, not mid-month.

You will be requested to complete a pre move out inspection. The purpose of this inspection is to determine what needs to be done, if anything, to receive your full security deposit back. Also, the property manager will use this opportunity to check if the property is in suitable condition to start advertising your unit for future tenants. The property manager will instruct you that 24 hour notice will be provided prior to each showing and may install a lock box at the unit for your convenience.

It is our intention to return your entire security deposit in a timely manner pending a completed move out inspection. The return of the security deposit will be mailed within 30 days after the move out inspection or when all keys are returned. If you will not return the keys in person, they must be mailed to our office via certified mail. The deposit will arrive with an itemized list of incomplete cleaning or damages to the premises with estimated costs for each, if needed. It is important to provide your forwarding address prior to your move out inspection so ensure your deposit is received.

The following checklist and charges list will be used to make sure the home is in proper condition at the time of your move out. This inspection will be compared to the move in inspection conducted at the time of your move in to determine your security deposit refund. We have recently instated an electronic move in inspection that is completed and can be signed on an i-Pad for your convenience. It is your property manager's final responsibility to determine the difference between "normal wear and tear" and damage, abuse or neglect. ALL repairs or cleaning, above "normal wear and tear" that are necessary to return the premises to the same condition at the time of the move in inspection are the responsibility of the tenant. The cost of these repairs or cleaning will be deducted from your security deposit or charged to you if needed. Please note that Onyx will seek collection of any remaining balance.



301 Lakeside Park
Southampton, PA 18966
T: 215-354-0404
F: 215-953-1065
www.onyxmgt.com

MOVE OUT INFORMATION

To avoid any monies being deducted from your security deposit, please make sure the following items are resolved and completed:

1. Your security deposit may **NOT** be used towards your rent.
2. All rent and other account fees **MUST** be paid in full. Unpaid balances are deducted from the security deposit. You will be requested to provide a receipt for fully paid utility bills as well.
3. The property should be thoroughly cleaned, including the inside of all cabinets and appliances (i.e. Refrigerator, stove, oven and microwave.) **ALL** appliances must be clean and plugged in, running at normal settings.
 - a. **ALL** carpeting must be vacuumed and professionally shampooed with a receipt of a completed job. **It is important that this work be done by a third party and a receipt must be submitted.**
4. All trash must be removed from the property and its surroundings. If trash is left outside of the property prior to trash pick-up day (more than 1 day), the tenant will be responsible for any fines/violations/trash removal fees that may occur. You must make your final trash pick-up arrangements. **If all trash is not removed from the property, you will be charged a trash clean up fee** (see move out charges.)
5. Onyx will only charge tenants for excessive repairs. No more than 4 nail holes per room will be considered “normal wear and tear.” Any large holes or otherwise damage to the walls in excess of 4 nail holes will require paint and spackle with exact matching paint in a professional manner. If you are not capable of completing the work in a professional manner, **DO NOT** attempt to do the work yourself or you may be charged to have it fixed by a professional. Please contact your property manager to obtain paint colors.
6. **ALL** sets of keys must be returned to your property manager at the time of the move out inspection. You will be charged a daily rate of your monthly rent until the keys are returned.
7. **Do not turn off any utilities without first notifying Onyx. This is especially necessary in the winter months. You are responsible for the utilities until the end of your lease, even if you vacate before the last day.**

Please contact us before your final move out if you have any questions.

We hope you enjoyed your time with us and wish you best of luck in the future!

Onyx Management Group