



Eagle Property Management

Instruction to New & Departing Tenants

Upon vacating your premises, please adhere to Eagle PM policies by leaving the property as clean as possible after vacating in order to avoid any unnecessary charges to your account for cleaning, debris removal, etc. After the property has been thoroughly cleaned and you have removed your belongings, please contact our office to arrange to return all keys, remote/s and miscellaneous devices to arrange for a move-out inspection.

You are expected to vacate the premises on-or-before the day stated in your written 30-day notice in order to avoid any scheduling conflicts or additional charges. In addition, please provide us with a forwarding address so we can mail any refundable security deposit monies to you. If applicable, we will withhold any lawful deductions for necessary cleaning and/or repairs in excess of ordinary wear and tear. After we have completed a scheduled inspection of the entire property and, after you've returned all keys and/ or devices, we will compute your deposit balance, itemize any applicable charges and return all monies owed you within the 21 days allowed by California law.

Please do not hesitate to call our office with any questions you may have.

Tenant: _____

Tenant: _____

Property Address: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____