

Move-Out Planner

For additional information, go to <http://www.lattahomes.com>.

- Complete and return “30 Day Notice to Vacate” at least thirty (30) days prior to the end of your lease term or last day of the month for your month-to-month tenancy
- Pay final month’s rent and any outstanding balances due under your lease or tenancy agreement
- Report any needed maintenance or repairs to LATTA Real Estate Services, Inc.
- Schedule general cleaning & final trash removal (see Cleaning Checklist for guidelines)
- Schedule final lawn & shrubbery maintenance (unless we provide lawn care)
- Schedule carpet cleaning with an Approved Carpet Cleaning Company
- Schedule flea and tick spraying with an Approved Pest Control Company (if applicable)
- Contact utility companies and schedule a final meter reading no sooner than the last day of your lease or tenancy term
- Carpet Cleaning completed
- Flea & Tick spraying completed (if applicable)
- General Cleaning & Trash Removal completed
- Lawn Mowing & Shrubby Maintenance completed
- All keys, garage remotes and forwarding address provided to LATTA Real Estate Services, Inc. office no later than 5:00 PM on last day of lease or tenancy term.