

Dinkytown Rentals, LLC  
1112 6<sup>th</sup> St SE, Minneapolis, MN 55414

Thank you for renting from Dinkytown Rentals, we wish you much success in your endeavors.

### Move out FAQ

1. When does my lease end?
  - a. All leases end on August 25<sup>th</sup> at 9 am. **If you are not out by 9 am, \$200.00 per hour will be deducted from your security deposit.** If you choose to allow the new tenants to move in early; you may be forfeiting any claim to your security deposit.
  - b. If you are moving from one Dinkytown Rental property to another Dinkytown Rental property, stay in your current unit until we contact you. You will be eligible to move directly from your current address into your new unit. As soon as the new unit is inspected and ready and your current unit is clean and ready, you can take possession.
  
2. How do I get my security deposit back?
  - a. Complete the move out check list
  - b. Return all keys
  - c. Pay all your utilities and remove your name from them.
  - d. Fill out a forwarding address form with maximum of 2 names on it per lease

3. What is the move out checklist?

#### **MOVE OUT CHECKLIST**

- **Vacating date 08/25/16 by 9 am**
- The following items must be completed to receive your full return of your security deposit.
- All screens and windows in place; nothing broken, bent or taped.
- Clean oven and stovetop, countertops and cabinets.
- Scrub all sinks, bathtubs/showers, and toilets.
- Vacuum and wash all floors, steam clean your carpeting.

- Clean refrigerators. Make sure ice makers are empty (**do not attempt to chip on frost build up, damage will result to unit and you will be charged.**)
- Wash and wipe down all mini blinds. If they are broken it is much cheaper for you to replace them, than to have our maintenance team do it.
- Wash and wipe down all windowsills, baseboards and ceiling fans.
- Working light bulbs in all lights. We have free lightbulbs available at the office.
- **You cannot leave any trash, furniture or personal belongings behind. All units were cleaned out before you moved in. Charges will be assessed at the going rate for these services performed by a professional cleaning company.**
- You will be charged for any pest control issues relating to your unit. Example: bedbugs, flees or lice.
- Any items on this list that are not completed will be charged at the going rate for these services performed by maintenance men and/or a cleaning service.
- All of these charges are in your signed lease.

Just a reminder any unpaid balances including rent, damages, late fees, etc. will be reported to all national credit bureaus at the end of your lease.

4. How do I return keys?
  - a. Please lock your unit and label all keys. Bring the keys to the office and sign a receipt. **Missing or inoperable keys are the LARGEST deduction from your security deposit. A signature is required. This is very IMPORTANT. Missing or inoperable keys will be charged to the tenants for all costs incurred for replacing locks and/or keys.** Please return all keys you received at move in. Mark them individually ex: bedroom, house, backdoor, etc.  
Key tags are available at the office if you need some.
5. What if I do not remove my name from the utilities?
  - a. Unpaid utilities will be deducted from your security deposit. There is a \$100.00 administrative fee for us to do so. Make sure all charges are paid in full.

6. How do I fill out a forwarding address?
  - a. Forwarding address card are available at the office. Fill it out and bring it to the office or leave it in the gold slot at the front door of the office. This is where your security deposit will be sent as well as your CRP forms and all correspondence. Many checks are returned each year because of no forwarding address. Contact the post office and change your address. Make sure when you move into your new place you put your name on the mailbox if it's in Minneapolis.
  
7. When are security deposits sent out?
  - a. Security deposit checks will be postmarked by 9/14/16. One check per lease will be written out to 2 people on the lease (if there are at least 2 people on the lease.) You may specify who and where you want the check sent to on your move out card. If we receive multiple names we reserve the right to choose two names. A written explanation of deductions will be included with your check.
  - b. When you receive your check if you have questions please do not call us, **send us an email or letter in writing**. We will research your questions and give you a written response. All correspondence relating to deductions will be accepted in writing only.
  
8. Can I leave furniture behind for the next tenants?
  - a. No. Your unit must be completely empty. If you leave any trash or furniture behind you will be charged. Trash left in the unit, at the curb and in the yard accounts for a large portion of security deposit deductions. Please leave it as you would like to have found it. You've lived here for a year, please clean the unit and have your trash bins out to the curb. No trash outside of the cans. Start getting rid of large items now. The City of Minneapolis will take 2 large items per week if left out by your trash cans, but they must be labeled 'For Solid Waste' .  
Mattresses only on recycle days.
  
9. What do I do with all the trash?
  - b. Fill your trash bins and move them to the curb. If you have extra trash it **MUST** be bagged and placed next to your bins AT

THE CURB. We will call for a special pick-up on the 26<sup>th</sup> for your house.

- c. If it is a usable item, consider donating it to Goodwill, the Salvation Army or other worthy organizations.
  - d. Make use of “Pack and Give Back” run by the University of Minnesota ReUse Program; <http://facm.umn.edu/reuse-program/packandgiveback>
6. When will you inspect our place?
- a. We will be beginning our preliminary walk through of your houses on July 28, 2016. The final inspection will not happen until you turn over your keys and possession of the unit.
7. How do I cancel my ACH?
- a. It will be automatically cancelled, you do not need to do anything