**MOVE OUT PROCEDURES**

Dear Tenants:

In order to avoid any confusion and to maximize the return of your security deposit, please note the following Move Out Procedures that need to be followed:

1. MOST of your leases expire on the30th. It is your responsibility to know your lease termination date. If you do not know please reference your lease or ask in advance. Please make arrangements with your new house/landlord/moving company or parents to have the house completely vacant in a timely manner by **2:00 p.m. on the lease termination date.** If you have not received prior written approval from us about staying past the 29th then you will be charged **A MINIMUM OF $100.00 per day** for each day you or your personal belongings are still present.

2. In order to be fully moved out, all trash, plates, clothes, books, furniture, etc. must be on the street or removed from the property. ALL FOOD AND ICE MUST BE REMOVED FROM THE REFRIGERATOR/FREEZER. All exterior maintenance, if you are required to pay for it, must be complete. If you have trouble finding a yard man, we can generally have most yards cut between $30-50. Large items that our cleaning ladies cannot move will cause us to have to pay movers and will eat up your deposit quickly. If you need help, ask, and we can help you with local movers or people that are in need of items which you may want to discard *i.e.* Habitat, Goodwill. Also, all AT&T/U-verse boxes must be returned to your cable provider.

3. Once everyone has moved out, then you must contact us by email at [oxfordrentalgroup@gmail.com](mailto:oxfordrentalgroup@gmail.com) and schedule a time for a final "walk through", this is where we assess any damage beyond normal wear and tear, if any. We do not schedule walk throughs until all furniture is out. If you have excessive soiled carpets that require steam cleaning, toilets that have never been cleaned, mildewed tile and grout or excessive trash the cleaning can exceed $600 per a house. If it does the cleaning company will provide us with an invoice for your review and usually pictures to substantiate the increases. **PLEASE NOTE YOUR LEASE REQUIRES YOU** **TO KEEP THE POWER ON 5 days after your lease termination date. THIS ALLOWS US TO HAVE THE HOUSE CLEANED AND REPAIRED.** If you turn your power off before that, even though you have vacated, we will take the temporary reconnect fee out of your deposit.

4. Please send ONE email to [oxfordrentalgroup@gmail.com](http://oxfordrentalgroup@gmail.com)  with the contact information for **ALL** tenants and home addresses in **ONE** email so that we can process the rapid return of your security deposit. We cannot send your deposit back without your new address.

5. If there are no damages other than the cleaning fee we will issue one check to each tenant. If there is other damage AND a tenant does not claim it prior to MOVE OUT, then there will be one security deposit made to **ALL** tenants. We do not know who lived in which room. What this means is there will be one check and each of you will have to endorse it and cash it. We cannot assign blame to one person over another for any damage i.e. Sally's door came off the hinges, but Meg's boyfriend was the one that did it...Therefore, we let you divide the remainder however you can agree to do so amongst yourselves. If one person wants to accept responsibility for damage they need to let us know at Move Out otherwise all tenants will share in damages equally.

6. All keys must be returned in person at **319 North Lamar Blvd #202 as soon as you have vacated.** There is a drop box on the side of the building. Please put the keys, your name, forwarding address and your rental address on the envelope and put in drop box if it is after hours. If we do not get back ALL of your keys on or before August 1, 2021, you will be charged to have locks re keyed, per the Security Deposit Agreement, a sample is attached. If you have a separate key for your bedroom, then you are responsible for replacing the lock that was on the bedroom door prior to you taking occupancy. If we do not receive keys to a specific bedroom then there is a $75.00 lock replacement fee.

7. Any late fees, overdrafts, NSF, mid-year maintenance fees paid on your behalf, etc. will be deducted from your deposit. If there is damage to the unit that exceeds your deposit then you are liable for the difference. This has only happened once in 10 years due to gross stupidity. If you believe that you may be in this situation call me immediately so we can work out a solution.

Please note that 90% of our tenants get all of their deposit back with the exception of the cleaning fee. They do this by following these guidelines. **WE DO NOT WANT TO KEEP YOUR DEPOSIT**. We want to show up have the house cleaned and move the next group in. If you have questions or need some help call us.

Per Mississippi Law, a detailed statement and return of your security deposit (check) will be mailed to you within 45 days if you have provided a forwarding address OR available at our office. We have to have the bank statement back from August in order to reconcile any damages or expense costs.

Magnolia Project Group LLC

319 North Lamar Blvd #202

Oxford MS 38655

Property Manager

Sallie Kate Richardson

662-312-6153