



Office Hours: Monday – Friday: 8:00 AM – 6:00 PM

Find us on Facebook @ThirdDayHomes

Leasing: 701-446-8804

Mailing Address: PO Box 5151 Fargo, ND 58105-5151

www.thirddayhomes.com

Email: john@thirddayhomes.com for general questions and maintenance

General Questions & Maintenance: 701-371-2778

Vacating Policies

The following conditions must be satisfied in order to receive a refund of your security and damage deposit. If these items are completed and there are no damages, unpaid rents, and your lease is fulfilled, your deposit will be forwarded to your new address within 30 days. Completing some of the cleaning tasks a few days before moving will make the cleanup less stressful than trying to do it all on the last day. You may want to consider hiring a cleaning company to help you.

At least 60 days written notice is required before your lease expires.

We assume you are planning on remaining in your home or apartment unless you notify us.

An appointment to check you out of your home or apartment will be scheduled prior to your last day. If you are unable to make this appointment, be sure to leave your keys and forwarding address inside before you leave. You will need to vacate your home by 12:00 noon on the last day of your lease agreement.

1. **Walls** must be clean. Ordinary dirt, smoke, black soot from candles, etc., must be removed from walls with cleaning solution, especially baseboards and around light switches and doorknobs. Grease must be removed from ceilings. All tape, tacks, nails, and stickers must be removed. *Note: We prefer to fill all nail holes. You will be charged for nail holes in the walls, ceilings, and doors.*
2. **Windows** must be completely cleaned. Both sides of the inside windows and both sides of the storm windows must be wiped clean of dirt and water spots. The outside storm windows do come apart from inside your unit. Do not mix and match window panes. Even though they may look the same size, they are not always interchangeable.
3. **Mini Blinds/Shades** must be free of dirt and dust. You will be charged for replacement of any window coverings damaged during your tenancy.

4. **Light Fixtures** are to be taken apart and cleaned. Light bulbs must be replaced if burnt out. Smoke detectors must have a working battery.
5. **Oven, Racks, & Burner Pans** must be cleaned with oven cleaner. If all burnt grease is not gone after one application, you should let the surface dry and then spray the troubled spots a second time. *Note: If you have a self-cleaning oven, **do not leave the oven racks in the oven while the oven is in cleaning mode.** The racks will tarnish under the extreme heat.*
6. **Kitchen Cabinets and Closet Shelves** need to be wiped free of dust and dirt.
7. **Refrigerator** must be defrosted and wiped clean and dry. Racks should be wiped clean of spilled food items, especially the underside of the racks. Turn off the refrigerator, unscrew the light bulb, and leave the door ajar to avoid odors.
8. **Bathtub, Shower, Toilet, Sink, Medicine Cabinets** should all be cleaned with a bathroom cleanser. **Soap Scum** must be removed completely using a non-abrasive cleaner. Rinse all fixtures thoroughly and dry.
9. **Floors** need to be scrubbed using a cleaning compound with warm water.
10. **Carpets** require cleaning by a professional carpet cleaning company. Set up an appointment at least 2 weeks in advance to make sure you can get someone in time. We require a cleaning receipt at checkout.
11. **Garages and Storage Rooms** need to be swept out and free of debris.
12. **Xcel Energy** needs to be notified of your move. The disconnection date is the last day of the lease, not the day of move-out. You can call them at 800-895-4999.
13. **Leave** all keys, **including mailbox keys**
14. **Do Not Forget** to give us your forwarding address and phone number so we can forward your security deposit.
15. **Remember** to change your address with USPS to ensure you will get all of your mail forwarded to your new address.