



CONTACT US:

Mailing Address: PO Box 961 Alva, OK 73717
Physical Address: 432 Oklahoma Blvd Alva, OK 73717
Email: info@ashleypropertyservices.com
Phone Number: (580) 732-0465
Text Number: (580) 219-4867

PAYMENT METHODS:

NO CASH PAYMENTS

- Electronic Payments can be made Online via your Tenant Web Access Account (TWA)
 - www.ashleypropertyservices.com/current-tenant-resources
 - rmResident app on your Apple or Android device
 - AutoPay, Checking or Savings Account, Credit or Debit Card
- Pay by Phone
 - AutoPay, Checking or Savings Account, Credit or Debit Card
- Check, Money Order, or Cashier's Check
 - Payable to **Ashley Property Services, LLC**
 - Please list your name & rental address on the Check or Money Order.

MAINTENANCE REQUESTS:

- For emergencies, where life or property are in immediate danger, please call 911.
- For after-hours maintenance emergencies, please call 580-732-0465, and follow the prompts.
- Please submit non-emergency maintenance requests online via your Tenant Web Access Account (TWA).
 - www.ashleypropertyservices.com/current-tenant-resources
 - rmResident app on your Apple or Android device
 - **PLEASE INCLUDE YOUR UNIT NUMBER & ISSUE CATEGORY IN THE SERVICE ISSUE TITLE.**

Notice to Vacate Form

Please return this form to the Property Manager when you are ready to give us notice that you will be moving. This must be done no later than at least 30 days prior to the date you intend to move out.

Thank you!

Today's Date: _____

Your Name: _____

Current Address: _____

Forwarding Address: _____

Phone Number: _____

Move-Out Date: _____

Reason for Moving: _____

I am aware that I must give my Notice to Vacate in writing at least 30 days prior to the end of my Lease Agreement.

For Month-to-Month Tenancies: I am aware that in accordance with my Rental Agreement, if a full 30 days' Notice to Vacate is not given prior to the end of the month, I will be responsible for rent for the following month and my lease will end the last day of the next month.

I am aware that I am legally obligated to fulfill the terms of my contract through it's entire duration.

I am aware that if keys to the Rental are not returned by the last day of the month I will be responsible for the next month's rent.

I am aware that I must leave the unit in the same condition as when I moved in by completing the entire move-out cleaning checklist. I am aware that any cleaning or repairs needed to the Rental after I have vacated will be billed at my expense and deducted from my security deposit.

Tenant Signatures:

Tenant: _____
(Sign & Date)

Tenant: _____
(Sign & Date)

Tenant: _____
(Sign & Date)

Tenant: _____
(Sign & Date)

Tenant Duty Checklist

Vacating and Cleaning Instructions

For your convenience we have prepared a checklist of items you will need to complete prior to moving day. Remember, all expenses related to us returning your apartment to rent-ready condition, as recorded in your Move-in Condition Report, will be billed at your expense and deducted from your security deposit. For this reason, it is extremely important that you allow ample time to perform every item on this checklist. Also enclosed is an Itemized List of Common Deposit Deductions for your reference. After you complete the checklist completely, your Disposition of Deposit and refund will be returned to you within 30 days. Before moving, please remember to leave your forwarding address on the enclosed Forwarding Address Form.

Kitchen

- Walls: Wipe down all wall surfaces and doors, remove all nails.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs. Dust all ceiling fan blades.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Refrigerator/Freezer: Empty contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and outside of refrigerator. Return shelves and drawers to proper positions.
- Oven/Stove: Oven: Clean racks and inside of oven to completely remove all stains. Stove: Wash down all surfaces of stove and stove top, including the sides, knobs, door, and drawer. Replace drip pans. Clean exhaust hood, fan, and filter.
- Dishwasher: Run empty dishwasher with dishwasher liquid. Thoroughly wipe down inside and out, including the door seal.
- Sink/Fixtures: Clean sink, drains and faucets.
- Countertops: Clean all countertops and backsplash, including edges and corners.
- Floors: Sweep, mop, and wipe down all floor surfaces, including underneath refrigerator and stove.
- Patio Doors: Clean glass inside and outside. Clean door tracks.

Living Room

- Walls: Wipe down all wall surfaces and doors to remove smudges. Remove all nails.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs. Dust ceiling fan blades.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Shelves: Wipe down all shelf surfaces.
- Floors: Sweep, mop and wipe down hard floor surfaces. Vacuum all carpet surfaces.

Bathroom

- Walls: Wipe down all wall surfaces and doors, remove all nails.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.

- Clean mirror.
Sink/Fixtures: Clean sink, drains, faucets, towel racks and toilet paper holder.
- Countertops: Clean all countertops, including edges and corners.
- Bathtub/shower: Completely clean all surfaces inside and outside of bathtub/shower.
- Toilet: Completely clean all surfaces of the toilet, including inside, and outside.
- Floors: Sweep, mop and wipe down all floor surfaces. Be sure to get into the corners and behind/around the toilet.

Closets

- Walls: Wipe down all wall surfaces and doors, remove all nails.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Shelves: Wipe down all shelf surfaces, including rods.

Outside

- Patio: remove all trash, furniture and any other debris.

General Make-Ready

- Ensure all smoke detectors are accounted for and have a working battery.
- Ensure all damages have been repaired.
- Ensure all personal property and trash is removed from the property.
- After you have completed this checklist, do a final walk-thru to ensure all items have been properly completed.
- When you have completed this checklist and have done your final walk-thru of the property, please give us a call to arrange returning your keys.

Your carpets will be professionally cleaned after you have returned your keys.

We have enjoyed the opportunity to have you as a tenant. Please let us know if we can assist you in any way in the future.

Thank you!

Forwarding Address Form for Deposit Refund

Your closing statement and deposit refund will be returned to you in the form of a check made out to all tenants. Before you move, please complete this form, and place it in the drop box or return it to our office. Failure to return this form may delay your receiving your deposit refund.

Today's Date: _____ Rental Address: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

If there is a preference on who should be sent the deposit refund, please indicate that here:

(Name)

Security Deposit Payout Options

Address: _____

Security Deposit Amount Paid: _____ Date Paid: _____

Please CHECK ONE option below. This will be used upon move out to ensure Ashley Property Services pays out your Security Deposit properly.

_____ Refunded Security Deposit Split evenly between tenants listed below:

List tenant names here: _____

_____ Refunded Security Deposit given to only one tenant named below:

List tenant name here: _____

_____ Refunded Security Deposit given to another party not on the lease:

List name/Relationship here: _____

_____ Other instructions: _____

All tenants on the lease agree and direct Ashley Property Services to pay out any refunded security deposit according to the directions listed above. Tenants agree to provide a mailing address to Ashley Property Services on or before move out date. If no new mailing address is provided on move out date, Ashley Property Services will send the refunded to the last known address according to Oklahoma Tenant Landlord Act.

Tenant Signatures:

Tenant: _____
(Sign & Date)

Tenant: _____
(Sign & Date)

Tenant: _____
(Sign & Date)

Tenant: _____
(Sign & Date)

Move-Out Survey

Tell Us What You Think!

Thank you for giving us the opportunity to have you as our tenant. In an effort to continually improve our rentals and our service, please consider taking this brief survey and let us know what think about us, and about the home you rented.

On a Scale of 1(Lowest) - 5 (Highest)

How would you rate the service you received from us? **1 2 3 4 5**

How would you rate the quality of service you received while renting your home in regards to handymen and contractors? **1 2 3 4 5**

How would you rate your overall experience with us? **1 2 3 4 5**

In Your Own Words ...

What is your overall impression of the home you rented?

What did you like most about the home you rented from us?

What did you like least about the home you rented from us?

Do you have any suggestions for improvements we could make to the home?

Additional Comments?

Would you rent from us again or refer others to us in the future? **Yes No**

Thanks for taking the time to complete this short survey!
Please leave the completed form in the home when it has been completed.
We value your opinion.