



## **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](http://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](http://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 Move Out Check List

Dear Resident,

We appreciate the opportunity to have you as a tenant, and we hope that your experience has been enjoyable. Please follow this check list to help expedite the move out process, and ensure you are aware of your duties.

In order to get your full deposit back, all of the items below need to be completed, all utilities/rent must be up to date, and no damage should be done to any part of the property. Please initial beside each task to confirm that it has been done.

Utility Reminder: According to your lease, paragraph 12, "Utilities shall remain accessible until five (5) working days after the Tenant has vacated the property, turned in the keys, and has fulfilled all obligations of the Lease Agreement." This includes water, electric, and gas so we can assess the cleanliness and functionality of the rental and all appliances.

## KITCHEN

- \_\_\_\_\_ Fridge/Freezer: Cleared out, CLEANED, UNPLUGGED, and LEFT OPEN!
- \_\_\_\_\_ Top of Stove Cleaned
- \_\_\_\_\_ Sink Cleaned
- \_\_\_\_\_ Cupboards/Drawers Cleared Out & Cleaned

## BATHROOM

- \_\_\_\_\_ Shower Cleaned
- \_\_\_\_\_ Vanity/Sink Cleaned
- \_\_\_\_\_ Toilet Cleaned (Inside & Out)

## THROUGHOUT PROPERTY

- \_\_\_\_\_ Floors Swept/Mopped/Vacuumed
- \_\_\_\_\_ Carpets Cleaned
- \_\_\_\_\_ **All items removed from property** including all personal items, furniture, and trash (Interior, Exterior, Basement, Garage, etc)
- \_\_\_\_\_ Weed Eat/Mow yard (If applicable)

## OTHER MISC ITEMS:

- \_\_\_\_\_ Forward mail to new address through the United States Postal Service
- \_\_\_\_\_ Keys returned to Ashley Property Services

NOTES (Please notify us of any maintenance related issues that affect the rental)

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## 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 pay 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?

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

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

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

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Additional Comments?

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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.