

Dear Tenant,

Please follow these guidelines if you are doing a NO CONTACT Checkout. The “Checkout letter with checklist”, the “Cleaning and Clearing Standards Guide”, and “How to prepare your walls for check out guide” also apply, but the **actual checkout using “NO CONTACT” procedures will be as follows:**

1.	Email us at hansensproperties@yahoo.com to confirm the date the house is ready for inspection. This is the day all tasks have been completed per the checkout letter and checklist (refer to website). We will place your property on our calendar to check it that day or the next depending on the number of properties we need to inspect that day. We will not physically meet you at the house at a set time. Please note that no proration is permitted prior to check out so you pay full rent for the last month you are in the property. Once you have scheduled the property for check out and we confirm that all tasks are complete, proration is calculated from the check out date and refunded to you along with the deposit refund. If there are deficiencies, i.e., cleaning needed, tenant damage that needs repair, etc., proration will be figured from the date these items are complete.
2.	<p>On the kitchen counter you will leave the following:</p> <p><input type="checkbox"/> All keys and garage door openers that were given at check in (noted on condition report that was emailed to you after check in).</p> <p><input type="checkbox"/> Fireplace keys and other remotes that were given at check in (noted on check in condition report that was emailed to you after check in).</p> <p><input type="checkbox"/> Carpet cleaning receipt from Ducks or B&B Cleaning. Per the lease agreement, these are the only acceptable vendors for you to use.</p> <p><input type="checkbox"/> Receipts for filters which include (1) Refrigerator filter (2) Furnace filter & (3) Humidifier Pad (if applicable).</p> <p><input type="checkbox"/> Checkout checklist showing that you have completed all the tasks for check out.</p> <p><input type="checkbox"/> Specify Dates that utilities will be discontinued (3 business days/72 business hours after check out): Electric-Energy _____ KS Gas _____ Waterworks/Lan Del _____</p> <p><input type="checkbox"/> Forwarding address for the deposit refund. _____ _____</p> <p><input type="checkbox"/> Phone # to text inspection sheets results/photos: _____</p>

If you have any concerns or questions, please let us know. Travel safe and stay healthy. It was a pleasure being your property management company and we wish you well on your next adventure.

Sincerely,
Rick & Shari Hansen (913-547-1113/1114)
Hansen Properties, www.hansensproperties.com