

Lee Property Management Sweep & Go Program

We understand that the moving process can be extremely stressful for the entire family. Our Sweep and Go Program is designed to make your check out from one of our rental properties a smooth, fast and stress-free process. Participating in this program will give you the ability to simply leave your keys and lock the door when you go or drop off your keys at the office after you lock up. Here's the way it works:

1. Choose the vendors you want to use (from the attached list) and call them in advance for estimates (cleaners should see the house before quoting a price). **Get estimates in writing!**
2. Fill out the form below and provide a copy to your Transition Manager.
3. Once all of your household items are out of the house, follow this simple checklist:
 - Do a quick sweep through the house to remove any missed belongings, trash, boxes or debris on the floor, cabinets, drawers, appliances, closets & garage
 - Remove all trash from the house & garage. Sweep out garages and sheds (most cleaners won't do this unless paid extra.)
 - Make arrangements with your transition manager regarding trash & recycling pickup. Make sure you know that whatever you leave behind will be picked up (know the rules about trash service in your neighborhood). If we have to haul away trash, you will be charged for this.
 - Be sure you have left behind the Property Binder and all the keys, remotes & equipment that were originally in the house when you took possession.
 - Leave behind new air filters & refrigerator water filters if appropriate
 - Lock up on your way out.

These Services are Required in the Sweep & Go program:

Carpet Cleaning – including stain removal and pet treatments as necessary

Vendor _____ Estimated Price _____

House Cleaning

Vendor _____ Estimated Price _____

These items below are additional requirements prior to tenant check-out and may be added as options to the Sweep & Go Program. Your transition manager can help you to select appropriate vendors and get estimates for these services:

- Gutter Cleaning Vendor/Price _____
- Landscape Cleanup (mowing, edging, leaf removal, pruning, weeding, mulching)
Vendor/Price _____

**** By signing below, you authorize Lee Property Management to pay for the above items using appropriate funds from your security deposit. You also understand and agree that we will not perform our normal check out procedure with you and that if we find any damages after your departure, we will deduct appropriate funds from your security deposit to pay for these damages. We will include a detailed list of expenditures with the refund check for the remaining balance of your security deposit. ****

Lessee Signature

Date