

Madoc Management - Moving-Out Process

Within approximately 30 days of your lease ending, management will contact you regarding your lease status.

At that time:

- We may offer a lease renewal option, or
- Notify you if we will be unable to renew the lease.

If renewing:

- An amendment or renewal agreement will be emailed to you through DocuSign.
- This agreement may include updated lease terms such as:
 - Lease extension dates
 - Rent increases
 - Policy or lease updates

If you will be moving out, please follow the move-out process below.

Move-Out Process

Personal Property

Please remove all personal belongings from the property prior to your lease end date.

Any items left behind after possession has been surrendered may be considered abandoned property in accordance with North Carolina law and lease terms.

Once keys have been returned and possession is surrendered, tenants may not be permitted to re-enter the property.

Cleaning & Property Condition

Please return the property in substantially the same condition it was received, excluding normal wear and tear.

This includes:

- Removing all trash and personal items
- Cleaning the property thoroughly
- Repairing any tenant-caused damages if applicable

Areas commonly overlooked:

- Refrigerator/freezer contents
- Cabinets and drawers
- Bathrooms
- Pet waste removal
- Garage/storage areas
- Nail holes or unauthorized paint

Reporting Damages

Please notify management of any known damages or maintenance concerns prior to move-out. Early communication helps us coordinate repairs more efficiently.

Keys & Securing the Property

After vacating the property:

- Return all keys, mailbox keys, garage remotes, gate cards, or other access devices
- Notify management where keys have been left or coordinate return instructions
- Lock all doors and windows before leaving

Utilities

Tenants are responsible for utilities through the duration of their lease term unless otherwise stated in the lease agreement.

Security Deposit

The security deposit will remain on hold until:

- The property has been fully vacated
- Inspections have been completed
- Any necessary cleaning, damages, or outstanding balances have been assessed

Madoc Management follows North Carolina security deposit laws regarding timelines, itemized deductions, and return of funds.

If applicable, tenants will receive either:

- A full security deposit return, or
- An itemized statement outlining deductions and any remaining balance due

Please ensure management has your forwarding address for deposit processing and future correspondence.

This guide is intended to assist tenants during the move-out process and does not replace the lease agreement. Tenants are responsible for following all terms outlined in the signed lease. If you have any questions or concerns regarding the move-out process, please contact Madoc Management through your Buildium portal or by phone at (980) 858-5144. We appreciate your cooperation and thank you for renting with us.