



**Request to leave items in the common areas during the change-over cleaning period
House Manager should complete one form for each room containing transferred items.**

Property Address: _____ Room: _____ Date: _____

Departing House Manager Name: _____

Incoming House Manager Name: _____

Between leases, Castle Property performs an extensive Change-Over cleaning protocol in both the common areas and the individual bedrooms (See lease for list of items). Proper Change-Over preparation can only occur in empty rooms. **It is our preference that all rooms are emptied between leases to allow for the best possible Change-Over. We understand that sometimes Tenants prefer to transfer property between leases. We want to make sure everyone is informed how this affects the move-in condition of their property.**

If items are transferred from a Departing House Manager to the Incoming House Manager, these items should be stored off-site in a mini storage unit or other location to allow for the full change-over. If there are Tenants remaining at the property for both years, the Incoming House Manager may move transferred items to one of the rooms that are not being cleaned.

In the event the Incoming House Manager **must** leave transferred furniture or personal property in any room during the change-over period, this form **must** be completed and signed by the Incoming House Manager and faxed or e-mailed to our office prior to the move out of the Departing Group. A copy will be furnished to the Departing Group so that they know what items can be left without charge. All other items will be disposed of at Departing Group's expense.

To prevent accidental disposal of Incoming House Manager items, all items must be listed below. A copy of this form will be posted in the room. [] Additional items listed on page 2.

Incoming House Manager agrees to the following:

- 1: Rooms containing Tenant stored items will **not** be cleaned or prepared as well as empty rooms.
- 2: Depending on the amount of items left, carpets may not be steam cleaned or the floors waxed.
- 3: Depending on the amount of items left, some walls may not be repaired. Painted, or cleaned.
- 4: Castle Property will not return to the room and re-clean when items are rearranged after move-in.
- 5: Incoming Tenant will be responsible for cleaning areas blocked by furniture or items left in the room.
- 6: Incoming Tenant accepts responsibility for the disposal of all listed items at the end of the lease.
- 7: All items left in the common areas will be stored allowing access to all rooms, stairs and hall ways.

Agreement by the Incoming House Manager:

Name: _____ Signature: _____ Date: _____

