



**TENANT MOVE-OUT RESPONSIBILITIES:**

All utilities should remain in your name through the last day of your lease.

**Discontinue Water Billing:** Call for a final meter reading, give your forwarding address for the final bill. The water bill needs to **revert back to the owner** in care of Landseer Management.

**PNM & NM Gas:** Call to request final bill and give PNM or NM Gas the last day of your lease as ending date. Give them your forwarding address. Ask them to: **REVERT UTILITIES BACK TO OWNER.**

**MCT Waste:** If your trash collection is provided by MCT Waste call to stop service.

You must provide Landseer Management with receipts of all cleaning i.e. carpet, chimney and general cleaning.

**Keys/Gate Openers/Passes:** Return to Landseer Management at 613 Old Santa Fe Trail, after which, Landseer will do the move out inspection.

**Security Deposit:** Will be refunded and mailed within 30 days of your move out/lease termination date.

Please make sure you have provided Landseer Management with your forwarding address.