



LAE OFFICE:

Private Mail Bag No. 1 Zenag via Lae - 411
Malaita Street, Morobe Province, PAPUA NEW GUINEA

Mobile: **+(675) 71978009 / +(675) 71978008**

Tel: **+(675) 472 6701 / 472 1001** Fax: **+(675) 472 5395**

Email: *properties@zenagchicken.com.pg* or *cpaigma@zenagchicken.com.pg*

Web: *http://www.aaaproperties.com.pg*

MOVE-OUT GUIDLINES

Tenant Name:	<input type="text"/>	Unit #:	<input type="text"/>
Property name:	<input type="text"/>	Section #:	<input type="text"/>
		Lot #:	<input type="text"/>

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security BOND DEPOSIT to you in full. To do that, we will need your co-operation in completing the following cleaning checklist. If all items are completed as indicated to our satisfaction, your security Bond Deposit will be returned to you within 28 days. If cleaning is not satisfactory, we will need to hire someone to clean and for their services will be deducted from your security Bond Deposit.

- Your security Bond deposit does not apply to your last months rent!
- You are to be moved out of the apartment by noon on the last day of your lease.
- Leave all apartment keys, gate control keys and front door entry keys in an envelope, along with your forwarding address.
- Final electricity usage meter reading will be inspected by AAA Properties at the end of the lease term.
- Final Water meter usage reading will be inspected by AAA Properties at the end of the lease term.
- Arrange for your Internet/phone/Cable TV service to be disconnected.
- Please call the AAA Zenag Properties office @ 472 5419 or 4723900 to schedule a time for a move-out inspection.
- All items cleaned within the apartment will be done at your own expense. Work must be completed satisfactory.

Please call the office at 472 5419 or 472 3900 with questions regarding these guidelines.