***COLORADO WEST***

***PROPERTY MANAGEMENT***

**346 South 9th Street**

**Montrose, Colorado 81401**

**970-249-2739**

**Subject: Check-Out Inspection (carpet cleaning)**

**The Surrender of Premises** clause in your rental agreement specifically requires that you have the carpets **"... freshly, professionally steam cleaned"** when you vacate the premises. This requirement is strictly enforced.

If the carpets have not been steam cleaned as required, we will arrange to have the work done and deduct the cost from your deposit. If this causes a delay in the new tenant taking occupancy, the rent for any such vacancy will also be deducted from your deposit.

To avoid any disagreement and additional deductions from your deposit, we ask that you allow us to contract the carpet cleaning when you vacate your property. The cost will be deducted from your deposit.

**If this is acceptable, please complete the form below and return it to us at least two weeks prior to your termination date.**

I authorize **Colorado West Property Management** to contract the carpet cleaning when I vacate the property located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The most convenient time will be on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**(Date and time must be before midnight of the termination date on your notice.)**

**Note: If you are going to hire your own professional carpet cleaner, you must:**

**1. Contact our office no later than ten days before you move out and tell us who is going to clean the carpets and when they are scheduled to do the work.**

**Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Scheduled Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Bring a paid receipt to our office when you turn in your keys.**

**Acknowledged by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**