

MOVE OUT INSTRUCTIONS & PROCEDURES

1. ___ **Please phone 3 to 5 days in advance to schedule your move-out inspection.**
2. ___ All floors swept, washed, and waxed.
3. ___ All walls & ceilings dusted down & all dirt, smudges, & grease washed off.
4. ___ Wash down all baseboards, woodwork, and windowsills.
5. ___ Clean and wash all light fixtures.
6. ___ Thoroughly clean all bathroom fixtures - toilet (s), bathtub (s), showers, sinks, and cabinets.
7. ___ Kitchen, Clean, wash inside & outside, removing all dirt & grease including kitchen sink & fixtures
8. ___ **Keep all utilities on** until day after your move-out inspection is complete.
9. ___ Clean behind & between stove and refrigerator area.
10. ___ Clean storage area.
11. ___ Sweep & wash hallway floors and dust hallway walls.
12. ___ Vacuum & clean carpets.
13. ___ Clean closets, shelves, & rods wiped down.
14. ___ Clean all windows, storms, screens, and return them to their proper place.
15. ___ Remove all items from attic, crawlspace, basement, yard, shed, etc.
16. ___ Lawn, driveway, garage, outbuildings, to be free of all trash, rubbish, and loose personal property
17. ___ Lawn trimmed and cut properly, including removal of leaves.
18. ___ All trash and garbage to be removed from property. DO NOT PILE up garbage at the curb.
19. ___ Remove all garbage from property before your inspection.
20. ___ Do not remove phone jacks, picture hooks, or curtain rods and brackets.
21. ___ All keys are to be returned as instructed.
22. ___ **LIGHT BULBS - ALL** light fixtures are to have working light bulbs in ALL bulb sockets.
23. ___ Smoke alarm(s) will be in working order with good battery.
24. ___ **Please phone 3 to 5 days in advance to schedule your move-out inspection.**

Any repainting, repairs cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-out inspection has been completed. Attached is a list of fees and charges for your information.

*We only expect you to return your home in the same condition as when you moved in.
If you have any questions, please call. GOOD LUCK with your move!*

Thank You,

Property Manager