



## Move Out Instructions and Information

The tenant's responsibilities upon the termination of the lease are in the signed Residential Rental Contract and are outlined here:

- Pay all utility bills for services to the premises and have service disconnected effective on the lease ending date.
- Cavate the premises entirely and leave in the condition it was at the time of move-in
- Close and lock all windows and doors
- Return all keys to Garris-Corbin Properties
- Pay any outstanding balance due
- Notify Garris-Corbin Properties of the forwarding address to which the rent refund and/or security deposit disposition will be sent within thirty (30) days of vacating the premises

### Key Return Policy:

Please remember that all keys, including mailbox keys, need to be turned into the office immediately upon vacating. RENT WILL BE CHARGED UNTIL ALL KEYS ARE TURNED IN.

### Cleaning Checklist:

- Kitchen
  1. Clean refrigerator (shelves, drawers, seals, and under foot guard)
  2. Clean cabinets, countertops, sink, tile, and faucet fixtures (all drawers and cabinets must be wiped out)
  3. Clean stove and oven (under burners/ controls and grease on the insides)
  4. Clean range hood (fan above the stove)
  5. Clean the washer/dryer closet and heating unit closet (dust and debris)
  6. Clean dishwasher inside and out (door and inside rim)
- Living Room and Dining Room
  1. Clean all baseboards and woodwork
  2. Clean finger marks off light switches and walls
  3. Clean windowsills and remove dust
  4. Clean blades on any ceiling fans
  5. Sweep and/or vacuum all floors

- Bedrooms
  1. Clean all baseboards and woodwork
  2. Clean finer marks off light switches and walls
  3. Clean windowsills and remove dust
  4. Clean blades on any ceiling fans
  5. Sweep and/or vacuum all floors
  6. Remove all clothing hangers from closets
- Bathrooms
  1. Clean bathtub, toilet tank, vanity bowl, and cabinets
  2. Clean fixtures throughout
  3. Wire out and clean the medicine cabinet
  4. Clean the tile and shower head in the shower
- Patio/Porch
  1. Sweep and clean
  2. Carry off all trash
  3. Remove all weeds/overgrowth
- General
  1. Vacuum and sweep all floors
  2. Clean all carpets and if necessary, have them professionally cleaned
  3. Clean all light fixtures
  4. Replace all burned-out light bulbs
  5. Replace HVAC filter(s)
  6. Clean all flooring throughout

If your rental unit has excessive damage to the floors, walls, ceilings, or other parts of the home and is considered beyond normal wear and tear, your rental account will be charged for the necessary repairs to the home. These charges include labor and materials. A portion of your security deposit will be held if all the above items are not completed upon vacating the rental property.

I have read the above move-out checklist and understand that I may be charged for non-compliance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: PLEASE BRING IN A SIGNED COPY OF THIS FORM TO US WHEN YOU RETURN YOUR KEYS.**