

MOVE-OUT CHECKLIST FOR TENANTS



Notice of Intent to Vacate (30 days)

Inform your landlord or property management company of your intended move-out date in accordance with the terms of your lease. Your notice should be done in writing, NOT verbally, via email to admin@staproinvestments.com

Rent Payments

Ensure all outstanding rent payments are made up to your move-out date. Amount to be paid will be in your tenant web portal.

Utility Bills

Pay all outstanding utility bills and arrange to have utilities disconnected or transferred out of your name as the move-out date. Will need receipt of this before deposit is release.

Cleaning:

a. Kitchen - Clean appliances (oven, stove, fridge, dishwasher), sinks, countertops, cabinets, and floors.

b. Bathroom(s) - Clean toilets, sinks, tubs/ showers, mirrors, and floors.

c. Bedroom(s) and Living Areas - Dust and clean surfaces, vacuum or mop floors, clean windows and mirrors, and remove any wall decorations or stickers.

Repairs

Repair any damage beyond normal wear and tear. This might include filling nail holes in the walls, replacing broken fixtures, etc. There will be a charge for any damagers beyond normal wear & tear.

Furniture and Personal Items

Remove all personal items and furniture, unless otherwise agreed with your landlord. There is charge for any removal of personal items. The dwelling should be returned as received.

Garbage and Recycling

Dispose of all garbage appropriately. Do not leave any trash or unwanted items in the apartment home or building's common areas whichever is applicable. There is extra charge for removal of trash.

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Keys

Return all keys (and any other access devices, like mailbox keys) to your landlord or property management company or leave in kitchen and lock door behind you. There is a charge for all unreturned keys.

Address Change

Notify any relevant parties (postal service, subscriptions, etc.) of your change of address. We don't hold or forward email.

Final Walkthrough

Schedule a final walkthrough with your landlord or property manager, if possible. This can help avoid any misunderstandings about the condition of the property when you leave.

Security Deposit

Provide your forwarding address to your landlord or property manager for return of your security deposit if applicable. You must have proof of paid final bill for all applicable utilities before security deposit is released.

Remember, the more thoroughly you clean and repair, the more likely you are to get your full security deposit back. Consider taking pictures or video of the property you've cleaned and moved everything out, just in case there are any disputes later about the condition you left in.

I acknowledge that I have reviewed the move-out checklist provided for tenants, and I fully understand its contents. I agree to comply with the guidelines and requirements outlined in the checklist during the move-out process.

Leaving Tenant's Name & Signature

Date