

MOVE OUT CHECKLIST

MOVING OUT:

Here is a list to help you as your moving out.

Your rental agreement requires that you leave the property in a clean and undamaged condition.

Remember to CLEAN your apartment inside/outside to avoid any charges against your deposit.

We have every intention of returning your security deposit if you have fulfilled your agreement with us:

- Please provide us with a forwarding address for the deposit. If for some reason the address isn't provided then any correspondence will be mailed to your last known address.
- Keys must be turned in on the date indicated on the Notice to Vacate Form.
- Keys not turned in on the vacate date will incur a daily pro-rated rental charge until the keys have been returned.
- Call each Utility company and arrange for final readings.
- Keep utilities ON through the end of the day on move out day.
- It is your responsibility to remove all items from the apartment prior to move out. Any items left on sidewalk, curb or near the dumpster on move-out day will be charged a fee for removal.
- If you have large furniture, mattresses, or televisions that you cannot remove our manager may be able to coordinate a pickup. This must be prearranged and coordinated and a fee will be charged.

Please use this checklist as a guideline.

INSIDE the UNIT:

- ☐ All personal belongings and trash must be removed from the premises.
- ☐ PAINTING: Remove all nails. Charges for painting depend on length of time in the property and whether it exceeds normal wear and tear.
- ☐ CARPET CLEANING: The carpet should be heavily vacuumed. We will have your carpet professionally cleaned upon your move-out. You will only be charged for any damage beyond normal wear and tear.
- ☐ Clean vinyl, and/or tile flooring.
- ☐ Clean walls. Wipe them down.
- ☐ Clean wall switch plates.
- ☐ Clean windows inside and out.

- ☐ Clean closets, storage spaces and shelving. Throw away all trash.
- ☐ Wash out refrigerator inside compartments.
- ☐ Clean oven and range.
- ☐ Clean kitchen countertops.
- ☐ Clean and wipe the cabinets inside & outside.
- ☐ Clean sinks, faucets and return stoppers to sink.
- ☐ Clean Bathrooms: Clean sink, shower/bathtub, and toilet.
Mop floors in bathroom.
- ☐ Clean mirror, light fixtures, and medicine cabinets.
- ☐ Mop floors in main room.
- ☐ Clean ceiling fan.

OUTSIDE OF THE UNIT:

- ☐ All trash, debris, furniture, mattresses, televisions, etc. to be removed. Failure to remove will result in a fee.
- ☐ All trash and garbage must be removed from the premises, including by the dumpster and curbside. If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away. Failure to pick up trash will result in a charge.
- ☐ Any PET droppings are to be picked up and disposed of. Any pet droppings left behind will require us to hire a “pooper scooper” service for removal.
- ☐ Sweep walkway and patio. Clean outdoor lights, replace burned out or missing light bulbs.
- ☐ Sweep garage floor and remove all trash.

We hope you have a pleasant move.
Thank you for your cooperation.

Management