

## *Move-Out Procedures*

### **MUSTS:**

- Please give at least **60 days** notice in writing to the property manager if you do not plan to renew your lease. Please be advised that if you do not wish to renew your lease a “for lease” sign will be placed in the front yard, a lockbox on the door and we will need to schedule showings by appointment only per your lease agreement.
- **BE SURE** to pay your last month’s rent. Even though you are moving out, failure to pay will cause an eviction and will go on your credit.
- **Have the carpets cleaned!** The carpets must be professionally cleaned before move-out. Remember if you have pets the carpets must also be sprayed for fleas and ticks. A receipt dated no more than 30 days prior must be given to the property manager at move-out. Otherwise we will assume this has not been done and will charge you for it.
- Schedule a move-out inspection with your property manager. It is best for you to set up a time that you can do the inspection with your manager. You must be completely moved-out at the time of inspection and the house must be returned to its original condition at that time.
- Schedule to have the utilities transferred over. Call your manager to help with this. Having the utilities shut off before moving out will incur a **\$250 start-up fee**.

### ***Things to keep in mind:***

- All of your personal belongings must be removed from the property before the inspection. It costs us time and money to remove left personal items and causes delays in showings and maintenance turn-over. Leaving things behind will cause you to be charged a trash removal fee.
- We expect general wear after someone has moved out of the home but do not expect damage to the property. We will address getting the property ready for the next tenant but we do not expect to have to clean up your mess or repair your damages as this costs money. Failure to clean and repair your damages will incur extra fees.

***This information does not superceed the information provided in your lease. If you have any questions please reference your lease or call your manager.***

### **Moving-Out Checklist**

It is required that you comply with your lease agreement which states the home should be returned to its original condition. Below is an optional checklist that will help ensure that you have an easy move-out.

ITEM	COMPLETED	POSSIBLE COST FOR NON-COMPLIANCE
Clean Oven & Stove	<input type="checkbox"/>	\$50
Clean Refrigerator	<input type="checkbox"/>	\$75
Clean and empty cabinets	<input type="checkbox"/>	\$50
Clean dishwasher & sink	<input type="checkbox"/>	\$40
Clean countertops and repair any damages	<input type="checkbox"/>	\$100
Sweep and mop all floors	<input type="checkbox"/>	\$35 per room
Clean all bathrooms	<input type="checkbox"/>	\$75 per bathroom
Replace any broken or stained toilet seats	<input type="checkbox"/>	\$35 per seat
Vacuum carpets	<input type="checkbox"/>	\$40 per room
Get carpets professionally cleaned	<input type="checkbox"/>	\$100 +
With pets – have carpets treated for fleas and ticks	<input type="checkbox"/>	\$100 +
Clean and/or replace blinds if damaged	<input type="checkbox"/>	\$30 each
Repair any wall damage	<input type="checkbox"/>	\$60 +
Clean walls (it costs us more to have to repaint an entire room)	<input type="checkbox"/>	\$300 per room
Remove all trash and personal belongings	<input type="checkbox"/>	\$250 per truckload
Clean ceiling fans	<input type="checkbox"/>	\$35
Clean windows and screens	<input type="checkbox"/>	\$15 each
Clean out fireplace	<input type="checkbox"/>	\$75
Remove all nails from the walls	<input type="checkbox"/>	\$45
Clean garage and garage door (includes floor especially if oil is on it)	<input type="checkbox"/>	\$175
Repair mailbox if needed	<input type="checkbox"/>	\$25 +
Mow Lawn	<input type="checkbox"/>	\$40
Rake leaves if needed	<input type="checkbox"/>	\$75
Return all door keys	<input type="checkbox"/>	\$50 per key not returned
Return garage door keys	<input type="checkbox"/>	\$75 per garage door opener
Repair any major damages made	<input type="checkbox"/>	\$500 +

\*Please note the above costs are only estimates of what it may cost to repair these issues. As you can see they add up fast. Making sure you have taken care of your part will help eliminate extra costs.