



Move-Out Procedures

An inspection will be made of your residence after all furniture and personal items have been removed and the keys returned to the property management office. Items that you noted on the *Move-In Inspection Report* that were not remedied during the term of your residency will not be deducted from your security deposit. If you did not return the *Move-In Inspection Report* within 48 hours of your move-in date, you will be held responsible for all items/damages that are found during the move-out inspection. If you moved in under a different Landlord, please contact us if there were any existing damages at the time of your move-in that were not fixed during your residency.

Any security deposit which is due to you will be returned within 30 days from the date we receive all keys back (and any other items noted in the rental agreement), or a letter will be sent to you explaining why part or all your security deposit is being held. (i.e. damages, unpaid utility bills, unpaid late charges, unpaid rent, etc.) Be sure that we have your new address and phone number. You should also notify the post office of your new address so your mail can be forwarded to you. (<https://moversguide.usps.com>)

All of the following must be completed prior to vacating:

GENERAL CONDITION - The premises must be left very clean. Also, all trash, bottles, etc., must be removed. Porch/balcony must also be free of debris.

WINDOWS - All windows must be cleaned inside and outside. If there are storm windows, they must be cleaned also. For your safety, you are not required to clean windows that are located above the 1st story of the home.

BLINDS - All blinds are to be cleaned and in working order.

RANGE - Remove all cooking stains from range, drawers and burners. Make sure that all racks and broiler pans are clean and remain with range.

REFRIGERATOR AND FREEZER - All food must be removed, inside scrubbed and freezer defrosted. Crisper covers must be intact. Ice cube trays must be clean and remain with refrigerator (if applicable). Any odors must be removed.

CABINETS & DRAWERS - Kitchen cabinets and bathroom vanities must be cleaned. Drawers must be empty and cleaned. Medicine cabinet must be cleaned. Mirrors must be cleaned.

SINKS - Kitchen sinks, bathroom sinks, bathtubs, shower walls and shower doors are to be cleaned. No stains should remain.

LIGHT FIXTURES & CEILING FANS – All light fixtures and ceiling fans must be clean and have working light bulbs in them.



(Cont. Move-Out Procedures)

SMOKE DETECTORS - All smoke detectors must be in working condition and have good working batteries in them.

FLOORING - Carpeting belonging to the residence must be commercially steam cleaned. If you prefer that we have it cleaned for you, the charge will be deducted from your deposit. Charges will also be made for any damages to the carpet, vinyl, tile, etc, such as burns, stains, rips, etc.

WALLS - If you have soiled, marked, added paint or paper to any walls, it should be repaired so that one coat of owner's paint will cover the wall. Charges will be made for any damages, such as excessive marks on the walls/doors or holes in the walls/doors.

YARD WORK – If you are obligated to maintain your yard per the lease agreement, the yard must have all debris removed, and the grass should be cut & edged, and beds should be tidied and free of weeds.

PERSONAL PROPERTY - Any personal property left on the premises after the move-out date will be considered trash and removed at tenant's expense.

IMPROVEMENTS TO PROPERTY - Any improvements to the property made by tenant inside or outside must not be removed without written permission from the Landlord per the lease agreement. This includes landscaping, scrubs, flowers, walkways, out buildings such as storage sheds and playhouses, etc. Any interior improvements the tenant may have made to the property must also remain. Improvements such as but not limited to the following are: installation of ceiling fans, bookshelves, shelving, light fixtures, etc.

ELECTRICAL BREAKER BOX - Turn off all breakers in the electrical panel. Leave the refrigerator, freezer, and dishwasher doors open.

A note about what is considered "NORMAL WEAR AND TEAR": An example of normal wear and tear is wall paint that has faded. Regardless of who lived in the home, the paint would have faded over time. Damages such as carpet stains, excessive marks on the walls, holes in the walls, etc. are NOT considered normal wear and tear and will be deducted from the security deposit.

Thank you for renting from us. Please call us if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lindsey Hillman". The signature is fluid and cursive.

Lindsey Hillman,

Director of Operations, Property Management Division