

Move-Out Checklist and Charges

This checklist and the attached charge list will be used to make sure the home is clean and in the proper condition, so we can quickly conduct an inspection and authorize the release of your security deposit.

Our Property Manager will conduct an inspection using the original inspection report that was provided when you moved in. We expect the premises to be in the identical condition. Our Property Manager will have the final responsibility for determining "normal wear and tear" and what is the result of damage, abuse or neglect.

ALL repairs or maintenance items that are necessary to return the premises are in the **identical condition** as in the pre-occupancy inspection are the responsibility of the Tenant. The cost of these repairs and maintenance items will be deducted from the Security Deposit or charged to you afterwards (see the attached charge list). We will seek collection for any remaining balance.

- ✓ All rent and other account fees **MUST be paid in full** or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit.
- ✓ The entire property must be clean and all trash removed.
- ✓ Carpet, tile, vinyl and hardwood floors must be clean.
- ✓ All nails or other holes in the walls must be removed.
- ✓ Lawn is to be mowed, flower beds weeded and refreshed with mulch filled.
- ✓ Cabinets are to be cleaned inside/outside and hardware secure.
- ✓ All drapes and curtain rods or mini blinds should be firmly fastened. All drapes, blinds and curtains in good repair and properly hung and cleaned. **ALL** broken window coverings will be replaced at tenants' expense.
- ✓ Replace all burnt out light bulbs.
- ✓ Refrigerator, stove, oven, dishwasher and microwave **MUST** be cleaned and plugged in, running at normal settings.
- ✓ Washer and Dryer (*if appropriate*) **MUST** be cleared of any laundry, clean and plugged in.
- ✓ All personal property, including furniture, motor vehicles and all other items not on the property when you moved in, must be removed from the property. (*Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at tenants' expense.*)
- ✓ Get a final reading on your utilities, telephone and cable as of the last day on the lease. You will not be reimbursed for any amount you have paid past your move out date. **DO NOT DISCONNECT UTILITIES, YOU WILL BE CHARGED FOR THE RECONNECT FEE.**
- ✓ Make your final trash pick-up arrangements. **Tenant will be charged for any trash removal and/or associated fees.**
- ✓ Clean ALL windows, window tracks and any door windows.
- ✓ All doors and windows must be properly locked and fastened.
- ✓ ALL keys and garage door remotes **MUST BE** returned to us on the last day.