

**MOVE – OUT PROCEDURE**

Dear Resident:

When you assumed occupancy at \_\_\_\_\_ you found your property clean and ready to occupy unless otherwise stated in your move-in inspection report. Except for normal wear and tear, you are required to leave it in the same condition as it was when you moved in. The following is a general checklist to help you ensure a prompt refund of your security deposit when you vacate the property. The deposit will be returned to the individual(s) from whom it was submitted within 45 days if you have fulfilled the terms of your lease and there is no damage to the property. **Reminder: Your lease requires you to maintain utilities for 5 days after your lease.**

**KITCHEN**

\_\_\_ Clean all appliances, cabinets, and sink.

**BATHROOM(S)**

\_\_\_ Clean toilet, tub, tile, sink, and medicine cabinet.

**GENERAL**

\_\_\_ Clean all floors.

\_\_\_ Professionally shampoo carpets.

\_\_\_ Remove hangers and trash from closets.

\_\_\_ Remove all nails, picture hooks, tape, etc. from walls and patch holes.

\_\_\_ Clean fireplace.

\_\_\_ Leave all curtain rods in place.

\_\_\_ Clean up outside debris and mow yard if required.

\_\_\_ Remove all trash and debris.

\_\_\_ Storage areas.

\_\_\_ Be sure all rents, late fees and returned check fees have been paid.

\_\_\_ Return all keys.

Please call me at least 72 hours in advance as soon as you know when you will vacate so I can make an appointment to inspect the property and get your security deposit back to you as soon as possible. **You must completely vacate from the unit by 12:00 noon or termination date.**

**FORWARDING ADDRESS:**

\_\_\_\_\_

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ Telephone #

\_\_\_\_\_ Property Manager