

## Move Out Instructions

We wish to remind you that the property must be returned in the same condition it was in when you moved in to receive your full security deposit back. Any and all charges for cleaning and damages to the unit will be charged to the tenant. Please make arrangements to take the utilities out of your name the day you schedule your walk through. (or at the end of the month in some cases) **Please do not leave the refrigerator unplugged or off!**

**Please schedule an appointment** with the main office to check out your rental after all of your belongings are out and you have thoroughly cleaned and are ready to check out. If all checks out well your deposit will be refunded to you within 14 days.

- Vacuum carpet.
- Carpet cleaning
- Clean stove completely including oven, drip pans, under burners, sides and front.
- Clean refrigerator completely, interior and exterior.
- Clean kitchen floor, including under appliances.
- Clean inside and outside of all cabinets.
- Clean kitchen sink, faucet and countertops.
- Clean all bathrooms completely.
- Remove adhesive stickers (per hour)
- For each key not returned. (if no keys are returned=locksmith fees)
- Re-Key mailbox lock. (if no keys are returned=locksmith fees)
- Replace each light bulb that doesn't work or is improper wattage.
- Replace each non-working 9 Volt smoke detector battery.
- Replace each missing or broken smoke detector.
- Haul away all trash.
- Clean up yard.

Thank you for your cooperation. Remember that you may wish to use us for a reference in the future and we would like to give you a good reference. We do file a Tenant Report with Experian Rent Bureau and Tenant Data Service, which is a credit reporting agency.