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Instructions for Move Out Inspection:

Showing Appointments:

Recently you contacted me informing me you will be moving out of your home soon. As authorized by your lease agreement, we will need to show your home to qualified prospects in order to rent again as soon as possible after your move.

I want to make these showings as convenient for you as possible. Most of the showings will be made by me or my rental agent, Rebecca Chase.

One of us will always call you to make an appointment before any showing and will give you as much notice as possible. You do not need to be home at the time of the showing. I will place a lock box on your front door and a for rent sign in your front yard soon.

You can help us by:

1. Keeping your home tidy so it shows well. I understand you are moving and this may not always be possible. It is OK, future tenants understand.
2. Make your home available to us when we call if at all possible. Many possible tenants are only in town for a short time and do not have long to look for a home.
3. Keep all valuables, firearms, money, jewelry put away.
4. Have your security system turned off during our showing time.

Move Out Inspection And Key Return.

Tenant should call 7 days in advance of move date to set up a move out inspection and key turn in. All personal belongs must be out of the house, house must be cleaned and carpets professionally cleaned at time of inspection.

Utilities:

We require that you leave your utilities on until after your move out inspection. This way we can insure that all appliances, plumbing fixtures, etc are working properly at the time of your move out. There is a \$50 charge if utilities have to be cut back on for the inspection. You should notify the utility companies that you want utilities removed from your name the day after your move out inspection is completed & you have turned in your keys.

Yard Maintenance:

If you are busy with your move and do not have time to address the yard, let me know as I have a yardman that will put it back in good condition at a very reasonable cost to you. This cost can be deducted from your security deposit.

Mail Forwarding:

Be sure to notify the post office of your forwarding address either on line or by get a forwarding mail card from your postman or post office.

Needed Repairs:

Please make a list of anything in the home that needs repair or is not working properly. Give this list to me at the move out inspection so we can have our handyman repair before the next tenant moves in.

Turn in of keys, etc.

Be sure to have all home, mailbox, gate, pool, etc, keys available for turn in at your move out inspection. Also be sure to have fireplace, ceiling fan and garage door remotes ready for turn in. Do not let your movers pack them up!!!!!!!

Carpet Cleaning:

Please provide a receipt copy of the carpet cleaning at the time of move out.

Patching Of Nail Holes and Painting

Do NOT patch any holes and do NOT touch up paint. We normally have the paint to match your home and can insure the repairs are made properly.

Home Cleaning:

It is important that we provide each tenant with as clean a home as possible. Therefore, as per your lease agreement, we ask that you clean your home before moving out and we will have our professional cleaning lady come in and insure home is clean to our standards. Our cleaning lady charges according to the length of time it takes her to return the home to the level it was when you moved in and this cost will be deducted from your security deposit. The below cleaning list is what our cleaning lady will use and it is provided to assist you in your move out cleaning. Remember, this is a general list for all homes and townhomes and is not all inclusive. Your home may be a little different so the list may not match perfectly with your cleaning requirements.

Trash Pick Up

Do not wait till the last minute to get rid of trash and leave a full trash can and trash piled up on the street. Nothing is worse than a new tenant driving up to check in their new home and all your trash is piled up in the yard waiting for the trash man to pick it up next week. Start getting rid of your trash early before your move date or plan on hauling it to the dump. Excessive amounts of trash left in the front yard will be hauled away by my cleaning crew at your expense.

Move out inspection appointment.

Tenant should call 7 days in advance of move date to set up a move out inspection and key turn in time.

Cleaning Check List:

_____ Have all keys to include door keys, mail box keys, back gate keys, and garage door opener remotes available for turn in.

_____ Home is to be clean and free from all personal belonging, trash and other items.

_____ Remove all personal items from home, attic, storage buildings, garage and yard

_____ Remove all personal items, paper, boxes and trash from attic and patio storage areas.

_____ Thoroughly clean all appliances

_____ Remove drawer from bottom of stove and clean under stove.

_____ Remove ice from refrigerator ice tray and cut off ice maker by raising the lever on the ice maker.

_____ Clean under refrigerator. **Do not rip floor covering when refrigerator is rolled out.**

_____ Clean the top and sides of the refrigerator.

_____ Clean grease from under built in microwave or stove hood.

_____ Clean under washer and dryer. **Be very careful not rip floor covering when appliances are moved.**

_____ Lift stove top and clean under top if it not a smooth top stove.

- _____ Replace stove pans if not completely clean. Available at Family Dollar Stores for about \$12 for four.
- _____ Be sure to get the proper pans for your stove. There are two sizes for different brands of stoves.
- _____ Empty and clean out all kitchen and bathroom drawers and cabinets.
- _____ Replace any light bulbs that are missing or not working. Clean all light fixtures.
- _____ Clean light bulbs over bathroom vanities.
- _____ Replace heating /AC intake filters and remove and thoroughly clean intake vent grill.
- _____ Thoroughly clean bathrooms to include toilet and tubs.
- _____ Clean soap scum from tub and showers.
- _____ Vacuum all floors.
- _____ Use vacuum hand attachment to thoroughly clean area between carpet and baseboards.
- _____ Mop all vinyl floors with Spick and Span, Mr. Clean or other quality cleaning solution.
- _____ Clean washer/dryer area to include marks from walls and floor. Mr. Clean erasers work well on walls.
- _____ **Do NOT** remove picture nails from walls or attempt to repair nail holes.
- _____ **Do NOT** touch up paint.
- _____ Remove all marks from walls with damp cloth, Mr. Clean Eraser or light cleaner.
- _____ Do not scrub paint off wall to remove marks.
- _____ Clean ceiling fans and ceiling fan light fixtures.
- _____ Clean all doors. Door panels hold a lot of dust which is not normally noticed.
- _____ Clean floor base boards and molding above doors and windows.
- _____ Clean all dust from the top of electrical outlet plates, light switch plates, door bell cover, etc.
- _____ Clean windows and lightly dust window blinds. Replace broken window blinds.
- _____ Remove all spots from carpet. A solution of equal parts water and white vinegar on a white cloth works well. **Do not use pure vinegar or other harsh cleaners, it will stain carpet.**
- _____ Remove black marks from kitchen floors.
- _____ Insure garage door openers, fireplace remote controls and ceiling fan remotes are not packed in your house hold goods by the movers.
- _____ Clean dirt and mildew from outside of front and rear doors with diluted Clorox and cleaner.
- _____ Townhomes: Remove all weeds and grass from yard and place a fresh layer of pine straw in yard and flower beds.
- _____ Remove all pet waste from yard.
- _____ Remove oil stains from driveway or garage.

Security deposit balance will be mailed to you with in 30 days of move out.
Be sure to provide a forwarding mailing address at your move out inspection.

Thank you for your cooperation.