

Tenant Name: _____ Property Address: _____

Please call the office at 270-769-2468 no later than the _____ to schedule for no later than the _____.

Move Out Instructions and Checklist:

Leave your water & electric ON until you have passed inspection. If we have to go in and do any work/cleaning on your behalf, it will be done using your electricity/water. At the inspection, you will be told when you can discontinue services. Arrive 10 minutes before inspection time to turn ON all lights and open all blinds.

Check off below as you have completed items. Have this list present at the time of inspection.

- _____ 1. All light fixtures must have the correct size and wattage light bulbs.
- _____ 2. Pull all nails from walls that you put in. If they were there, leave them. **DO NOT PATCH/ SPACKLE OR PAINT**
- _____ 3. If you installed curtain rods, leave them or remove them.
- _____ 4. Put new batteries in all smoke detectors.
- _____ 5. Repair or have repaired any damage you or your pets have caused. It will be less expensive for you to have this done. Ask us for our handyman's contact info if you do not have anyone to make repairs.

Cleaning:

- _____ 1. Thoroughly clean and disinfect all bathrooms. Wipe face, handles, and knobs of cabinets.
- _____ 2. Clean all mirrors, doors, windows, and sills (including dusting mini blinds)
- _____ 3. Clean appliances. Including pulling the stove & refrigerator out, cleaning behind & on sides. Clean walls and floors behind the stove and refrigerator. **NOTE: USE CAUTION WHEN PULLING OUT THE REFRIGERATOR IF YOU HAVE A WATER LINE. IF IT COMES LOOSE OR OFF, YOU WILL HAVE A WATER LEAK, IF THIS HAPPENS, SHUT OFF AT VALVE IMMEDIATELY.**
- _____ 4. Sweep (and spray out with a water hose if needed) out the garage if applicable.
- _____ 5. Clean and or replace furnace filter(s), whichever is applicable to your heating/cooling unit per your lease.
- _____ 6. Wipe out all kitchen cabinets, drawers, bathroom vanities. Wipe face, handles, and knobs of cabinets.
- _____ 7. Vacuum carpets (carpet cleaners do not vacuum). Sweep and mop all floors.
- _____ 8. Have carpets **PROFESSIONALLY** cleaned. A receipt must be provided. **DO NOT use a household cleaner or rent a Rug Doctor. (Ask manager for carpet cleaning company recommendations. Most require 1 week advance notice.)**
- _____ 9. Clean all light fixtures and ceiling fans.
- _____ 10. Sweep off front & back porches.
- _____ 11. Wipe down all interior doors, front and back of door as well.
- _____ 12. Wipe down walls in high traffic areas. Wipe down all baseboard trim throughout.
- _____ 13. Replace all stove drip pans if they are stained, burnt or unable to be cleaned.
- _____ 14. Remove satellite dish & cable wires if you had one affixed to the property or in the ground.
- _____ 15. Replace any blinds that are damaged or will not come clean.
- _____ 16. If it's mowing season (April-October), yard must be freshly mowed for inspection
- _____ 17. All trash should be gone from house & curb by the inspection date
- _____ 18. Put all keys and/or garage door openers (ensure that they work as they did when you moved in) on the kitchen counter at time of inspection.

Thank you for renting with us and your cooperation with the move out process! *Kim Shortt, Property Manager*