

## Move out Instructions

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.

- \_\_\_\_ 1. All light fixtures must have the correct size and wattage light bulbs.
- \_\_\_\_ 2. Pull all nails from walls and lightly fill in those holes with spackling (including curtain rod holes if you put up the rod).
- \_\_\_\_ 3. Put new batteries in all smoke detectors.
- \_\_\_\_ 4. Repair or have repaired any damage you or your pets have caused. It will be less expensive for you to have this done.

### Cleaning:

- \_\_\_\_ 1. Thoroughly clean and disinfect all bathrooms.
- \_\_\_\_ 2. Clean all mirrors, doors, windows, and sills (including dusting mini blinds if applicable)
- \_\_\_\_ 3. Clean appliances. Including pulling the stove & refrigerator out, cleaning behind & on sides.

**NOTE: USE CAUTION WHEN PULLING OUT THE REFRIGERATOR IF YOU HAVE A WATER LINE. IF IT COMES LOOSE OR OFF HUGE PROBLEMS WILL ARISE.**

- \_\_\_\_ 4. Sweep (and spray out with water hose if needed) out the garage if applicable.
- \_\_\_\_ 5. Clean and or replace furnace filter.
- \_\_\_\_ 6. Wipe out all kitchen cabinets, drawers, bathroom vanities. Wipe face, handles, and knobs of cabinets.
- \_\_\_\_ 7. Vacuum carpets (carpet cleaner charge extra if this is not done). Sweep and mop all floors.
- \_\_\_\_ 8. Have carpets professionally cleaned. (Z Best does entire house for \$99.95, Townhouse for \$85 and Apt's for \$65. Ph# (270)765-8492 Jen or (270)765-9277 Steve).
- \_\_\_\_ 9. Clean all light fixtures and ceiling fans.
- \_\_\_\_ 10. Sweep off front & back porches if applicable.
- \_\_\_\_ 11. Wipe down all interior doors, front and back of door as well.
- \_\_\_\_ 12. Wipe down walls in high traffic areas. (Magic erasers work wonders)
- \_\_\_\_ 13. Spot paint only if agreed to initially. Be sure to get exact current paint color (ask manager).
- \_\_\_\_ 14. Replace all stove drip pans if they are stained, burnt or unable to be cleaned.
- \_\_\_\_ 15. Remove satellite dish & cable wires if you had on affixed to the property or in the ground.
- \_\_\_\_ 16. Put all keys and/or garage door openers on the kitchen counter.

Thank you for your cooperation,

Kim Shortt, Property Manager 270-769-2468