

## MOVE-OUT CHECKLIST

Coordinate with Manager for the date you will be vacating the Premises. The lease term terminates on the 28<sup>th</sup> day of the final month to allow the Premises to be repaired and cleaned for the next tenant. The Premises must be completely vacated on or before the 28<sup>th</sup> day of the final month or you will be considered as “holding over”. As long as you have consistently conducted the maintenance throughout the lease term, the move-out process is pretty much a “pack-up and go”.

Remove all of your personal possessions, trash, and debris from the Premises. Leave all personal property that was at the house when you moved in.

Normal nail holes and touch-up painting from decorating is considered normal wear and tear that you will not be charged for. It is preferred that you leave the nails in the walls so that Manager/Landlord can make the touch-ups more efficiently. Please do not conduct the patching unless you are confident that the repair will blend in with the wall texture. If Manager/Landlord must correct your patching, you will be charged accordingly.

As required by the Lease Agreement, you will be responsible for the cost of the mandatory interior cleaning, which will be performed by a professional cleaning service of Manager’s choosing after you have removed all of your personal possessions, trash, and debris from the Premises. If the Premises is left particularly dirty, then Manager/Landlord reserves the right to increase the interior cleaning costs accordingly. Cleaning issues are not considered normal wear and tear.

As required by the Lease Agreement, you will be responsible for the cost of the mandatory carpet cleaning, which will be performed by a professional carpet cleaning service of Manager’s choosing after you have removed all of your personal possessions, trash, debris, and the residence is cleaned. The carpets must be professionally steam-cleaned by truck-mounted equipment. Renting a cleaner or using your personal carpet cleaner is not sufficient.

The landscaping and hardscapes must be maintained. If in the growing season, mow the lawn one last time. Make sure cigarette butts are picked up, weeds are pulled, pet waste is removed, and stains on concrete are cleaned. If you spray weeds, make sure to do it in far enough advance so that all weeds are dead by the time you move out, otherwise you will be charged for another weed pull and/or spray.

Arrange for repairs for damage that you have caused and complete them as needed.

Contact utility company(s) and make sure they have your forwarding address to send the final statement to or have the utilities transferred to your new residence. Do not end your responsibility of the utility costs pre-maturely. Per the Lease Agreement, you are responsible for utility costs until the last day of the month that the Premises is vacated or a new tenant assumes possession of the Premises, whichever occurs first. If a new tenant occupies the Premises before the end of the month, then Manager will provide you with that date.

Leave forwarding address on the kitchen counter so that the security deposit accounting and balance of any security deposit can be forwarded.

Leave all door keys, mail keys, and garage door remotes on the kitchen counter.

Turn off all lights, lock doors, and set thermostat at 60 degrees in the winter, or off if no danger of freezing.

Contact Manager that you have vacated the Premises.