

MOVE OUT INSTRUCTIONS

To Tenant(s): _____

Address: _____

As you know, prior to your security deposit being returned, a move-out inspection will be conducted to determine the condition of the property. In order to assist you in the preparing for a successful move-out report and swift return of your security deposit review the following checklist.

- Set your electric and water shut off date for 24 hours after your actual move out date so that the inspection can be completed quickly and efficiently. All final utility bills (including cable, gas, etc.) should be forwarded to your new address for payment.
- All personal belongings must be out of the property prior to move out inspection.
- Appliances must be thoroughly cleaned: Stove top, oven, refrigerator (turn off and open door after cleaning) dishwasher filter cleaned, washer and dryer wiped out and lint trap cleaned.
- Property thoroughly cleaned inside and out. Windows, ceiling fan blades, windowsills, blinds, or window coverings, base boards, floors outside porch areas swept, gutters cleaned out.
- Air Conditioner filters changed.
- Light bulbs replaced that are missing or not working.
- Carpets must be professionally cleaned, and receipt must be left with property manager.
- Holes in walls patched and sanded. DO NOT SPOT PAINT unless you are certain that you are using the exact match in color and level of gloss.
- Yard mowed, edged, and bushes trimmed.
- All trash removed.
- Pool and Jacuzzi vacuumed and filters cleaned (if applicable.)
- All keys for the property, mail box, garage door, gate, and/or association keys for amenities are to be turned in to the property manager. Do not leave these in the property.
- Give your forwarding address and phone number to the property manager in writing along with your original receipt for carpet cleaning and keys.

Please call if you have any questions. 954.477.7734