



## Move Out Acknowledgment and Instructions

**Your move-out process and deposit return will go much smoother if you take a moment to look over the following items. Please call if you have any questions. Good luck with your move!**

### **Marketing Process**

After we receive your Notice to Vacate, we will have a rental sign placed on the property and we will begin efforts to locate the next tenant. With advanced notice to you, we will be showing the property to prospective tenants. Anything you can do to make the property show better will be greatly appreciated. Our goal is to keep the number of showings to a minimum and hopefully find a new tenant quickly; this ensures minimum interruption of your activities. The “curb appeal” and interior appearance of the property is extremely important to our success in quickly finding a new tenant.

Although your lease most likely ends the last day of the month, we know that tenants often move sooner than the actual last day. If so, there is a chance for you to receive a partial refund of your final month’s rent. This will happen if we move a new tenant in before the end of your lease agreement. **We expect you to turn your keys into the office. If for some reason you cannot make it before the close of business, please use the drop box located to the left of the entrance door, with an attached address, or enclosed in an addressed envelope with mailbox # if applicable.**

### **Utilities**

Pursuant to your lease agreement, **leave ALL utilities on through the end of your lease agreement date,** regardless of whether you move out sooner. We will transfer ALL utilities out of your name at the completion of lease date. Tenant is responsible for making all arrangements with any other companies, such as cable and internet. **If you are breaking your lease agreement, you will continue to be responsible for all utility charges until your lease expires or a new tenant moves in.**

### **Cleaning**

Please consider carefully whether you have the time and energy, after moving, to properly clean the home. ***Nothing will consume your deposit money more than your failure to return the property clean and in good condition.*** Please consider hiring a professional, licensed cleaning service that guarantees the cleanliness of the home. If interested, we have vendors available for this, please call us for recommended vendors. **If you choose to hire a company, PLEASE let us know immediately, so you do not get double charged for any services rendered.**

**Carpet cleaning charges are automatically deducted for your deposit monies.**

**A \$75.00 Coordination Fee will be charged if for any reason we need to coordinate with vendors to have cleaning, repairs, or parts replacement done at the property after your move out is completed, with the exception of carpet cleaning. You are not under any obligation to hire a home cleaning service or landscaping company. \*\*\*But if you do, please leave us a copy of the invoice, as these companies guarantee their work and you do not get charged twice for services already rendered.\*\*\***

Within 21 days after you have dropped off for the property to the office, we will mail the DSC Status Letter with a check if money is being refunded, if funds were deducted for work completed by vendors, explanations are listed within the DSC Letter.

## IN PREPARATION FOR CHECKOUT

The intention of this checklist is not to be a comprehensive list of everything that must be done, but rather a guideline to help each tenant get back as much deposit money as possible.

- Wipe down all walls and baseboards. If paint is coming off - discontinue. Make sure to check all corners for cobwebs and dust.
- Clean all windows, sills, tracks and patio doors; inside and outside (except 2nd floor- clean inside window pane only).
- Clean all blinds and vertical slats. If vertical slats are broken, replace with same type and color to match existing.
- Clean all light fixtures, ceiling fans and blades. There are to be **proper and matching** working light bulbs in all fixtures and must be consistent with the fixture's style, i.e. globe bulbs in vanities, flood bulbs in recessed fixtures, etc.
- Clean all doors, both sides, light switches/outlet covers,
- Clean all fireplaces and hearths, inside and out as well as all accessories.
- Clean out all sinks, bathtubs and showers. If the water drains slow, use a drain cleaning product to clear the blockage.
- Wipe down all chrome of water spots and streaks.
- Clean all bathroom counters, mirrors and toilets inside and out, including lid and base.
- Clean all bathroom surfaces, fronts of drawers and doors.
- Clean floor, wall and ceiling vents in all rooms and replace furnace filters. Furnace filter must be new at checkout.
- Clean all kitchen appliances.
  - Fridge (CAREFULLY clean inside, outside, top, behind and underneath – pull fridge out to do this)
  - Dishwasher (inside, around door and outside)
  - Oven (inside – **clean and let dry**, then make sure to wipe all cleaning chemical residue that is left behind and remove drawer to clean underneath. Also lift up stove cook top to clean under drip pans). Replace all drip pans if they do not come clean.
- Clean all kitchen cupboards and drawers (inside, outside of doors and fronts).
- All smoke AND carbon monoxide detectors must be in working order, install fresh batteries and test.
- Haul away all trash from inside the unit, from the entire yard, garage and driveway. Sweep out garages.
- Driveways and walkways are to be swept and free of hazard including snow and ice in winter.
- During the growing season, mow entire yard, clean out beds, rake and dispose of all debris. If needed, please contact the office for a list of vendors.
- Remove and properly dispose of all animal feces, regardless of the time of year.
- Turn in keys to our office, please put keys in a baggie or envelope and label which home they go to and, if applicable, the mailbox number they go to.
- **Please leave Garage Door Remotes in the kitchen of the home.**

**DO NOT SCHEDULE CARPET CLEANING! Call Realty will schedule carpets to be cleaned.**