



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.

Online Payment

Don't forget to cancel any auto payments that you may have set up. It is the resident's responsibility to make sure that you cancel any auto payments.

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 resident. With advanced notice to you, we will be showing the property to prospective residents. 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 find a new resident quickly. The "curb appeal" and interior appearance of the property is extremely important to our success in quickly finding a new tenant.

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 our office entrance. Please make sure that you label the keys with the property address, or put them in an envelope with the property address. Please include the 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. The tenant is responsible for making all arrangements with any other companies, such as cable and internet. **If you break 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.**

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. If there are any issues, usually the company will go back out to make it right. *****

Within 30 days (or as allowed by law) from your vacate date or from when we receive knowledge that you have vacated the property, 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 windowpane only).
- Clean all blinds and vertical slats. If vertical slats are broken, replace them with the 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 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 the 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 the keys to our office, please put keys in a baggie or envelope and label with the property address and, if applicable, the mailbox number.
- **Please leave Garage Door Remotes in the kitchen of the home.**