



MOVE-OUT CHECKLIST & INSTRUCTIONS

The items below are some of the most commonly missed or forgotten move-out responsibilities we see. Taking a few extra minutes to check these items before turning in your keys can help prevent unnecessary charges and help you receive as much of your security deposit back as possible.

Use this guide as a helpful reminder as you prepare your home for move-out. Please also refer to your lease for any specific cleaning, maintenance, and move-out requirements that apply to your tenancy.

General Move-Out Policies & Requirements

- **Amounts Due:** All late fees, past-due rent, returned check fees, or other outstanding balances must be paid prior to vacating.
- **Forwarding Address:** One forwarding address for the household must be provided to send the security deposit disposition 30 days after your move out.
- **Key & Remote Return:**
 - Front door entrance keys must be returned by **12:00 PM (NOON)** on your move out date to the lockbox, and confirm your move out in writing via email or text.
 - Amenity keys, garage door remotes, and gate remotes must be left on the kitchen counter.
 - Notify of any gate codes or alarm codes required to access the property.
- **Carpet Cleaning Receipt:** A professional carpet cleaning receipt **MUST** be turned in with your keys. Otherwise, cleaning costs will be deducted from your security deposit.
- **Trash & Bulk Items:** All trash must be placed inside trash receptacles. Extra trash outside receptacles or bulk items will not be picked up unless scheduled with the county and collected before your move-out date.
- **Move-Out Inspection:** Inspection is scheduled after all keys are returned and the property is completely empty of personal items. The management office has 30 days from key turn-in to notify you of any deposit claims to your forwarding address.

Detailed Cleaning & Maintenance Checklist

1. Appliances, Kitchen & Bathrooms

- Clean inside and outside of all appliances per manufacturer instructions.
- Avoid damaging refrigerator drawers, shelves, and appliance components to prevent cracks or breaks.
- Clean and wipe out all kitchen and bathroom cabinets and drawers.
- Keep garbage disposal clear and functioning properly; clear any clogged sinks.
- Toilets, tubs, sinks, and tiles must be cleaned and disinfected.
- Replace missing tub drain stoppers, towel racks, and toilet paper rods.

2. HVAC, Water Softener & Lighting

- Clean or replace air conditioning filters before move-out.
- Replace all burned-out light bulbs (all light fixtures must be working).
- Replace smoke detector batteries and test each detector.
- Check and add salt to the water softener as needed for proper operation.

3. Walls, Windows, Fixtures & Surfaces

- Remove all nails, tape, adhesives, wall-mounted/LED strips, TV mounts, and hooks from walls.
- Ensure walls are in good condition. If painting is needed, paint full walls entirely rather than spot touching up (touch-up paint does not match).
- Wipe off switch plates, fingerprints, and marks on walls and doors throughout the home (especially for 1–2 year leases).
- Wash all windows and mirrors; clean window sills, tracks, and base frames.
- Clean mini blinds, curtains, ceiling fans, shelves, and light fixtures.
- Remove mildew using bleach.
- Remove spider webs and cobwebs from interior and exterior surfaces.

4. Carpets & Flooring

- Professionally steam clean all carpets and provide the receipt.
- Remove dust and clean all baseboards.
- Sweep garage, patio, walkways, sliding door tracks, and porches.
- Sponge mop vinyl and tile surfaces; dry mop hardwood floors.

5. Exterior & Yard

- Maintain lawn care as required by lease.
- Remove all trash, personal items, and debris from the property.

Final Pre-Key Turn-In Walk-Through Checklist

Ask yourself these final questions before turning in your keys:

- ☐ Are all light bulbs working and AC filters replaced?
- ☐ Are smoke detector batteries replaced and detectors tested?
- ☐ Are sinks, toilets, and the garbage disposal clear, disinfected, and functioning?
- ☐ Is the water softener stocked with salt?
- ☐ Are appliances, cabinets, shelves, and drawers clean and undamaged?
- ☐ Are walls free from nails, tape, adhesives, LED strips, and TV mounts?
- ☐ Are window tracks, sills, blinds, mirrors, and doors clean?
- ☐ Are carpets professionally steam cleaned and receipts ready to submit?
- ☐ Are baseboards, floors, patio, garage, and yard clean and clear of debris?
- ☐ Are towel racks, toilet paper rods, and drain stoppers present?
- ☐ Are all entrance keys, amenity keys, and remotes ready to submit by NOON?
- ☐ Has a forwarding address been provided?

Property Management Contact

The Realty Medics

- 10027 University Boulevard, Orlando, FL 32817
- Email: Support@TheRealtyMedics.com
- Phone: 321-947-7653

Thank you for renting with us. We wish you the best in your future endeavors!