



MOVE-OUT INSTRUCTIONS

Please help us expedite the move out process so that you can obtain a full return of your security damage deposit.

- 1. Amounts due** for late fees, past due rent, returned checks, or other outstanding balances must be paid before vacating.
- 2. Forwarding address** for each tenant on the lease must be provided in order for damage deposit refunds to be mailed.
- 3. Front door entrance keys** must be returned by **NOON** the last day of your lease to our office or placed in the lockbox and notify your Property Manager. **Additional amenity keys, garage door or gate remote must be left on the kitchen counter.** If you do not confirm the entrance keys are in the lockbox or return the keys by 12:00pm, at 12:01pm you will be charged per your lease.
- 4. Professional carpet cleaning receipt must be turned in** with keys or we are obligated to deduct from your damage deposit our cost for cleaning.
- 5. All trash must be placed in the trash receptacles. Additional garbage outside of the receptacle or in bulk will not be picked up, unless you schedule it with the county.** This must be picked up before your move out date.
- 6. Inspection of property** will be scheduled after you have returned all keys in the lockbox or to our office, the unit is empty of all personal property and can only be done with the power left on.

We have 30 days from the time your turn in your keys to notify you of any claims against your damage deposit. Please let us know as soon as possible what day you will vacate and submit keys, so that we can schedule our inspection.

Please remember to do the following:

- Remove all nails, tape or hooks from walls
- Walls should be in good condition. Walls that need paint should be painted entirely and not touched up. Touchup walls never end of matching and will need to be repainted.
- All carpets must be professionally steam cleaned and a receipt provided
- Air conditioning filter must be cleaned or replaced
- All light fixtures must work and have bulbs
- Wash all windows and mirrors
- Toilets, tubs, sinks and tiles should be cleaned and disinfected
- Kitchen and bathroom cabinets should be cleaned out and wiped
- Clean all mini blinds and curtains
- Wipe off switch plates and marks on walls and doors
- Clean all inside and outside of appliances in accordance with manufactures recommendations
- Remove dust and clean all baseboards, window sills, fans, shelves, fixtures, etc.
- Sweep garage, patio, walkways, porches and other surfaces
- Sponge mop all vinyl and tiles surfaces, dry mop hardwood floors
- Remove all spider and cob webs in interior and on exterior surfaces
- Check your lease for any special conditions
- Remove all mildew with bleach

We will use your move in inspection form as a basis for any deductions from your security deposit.