

# Move-Out Checklist



**This information was provided at the time of your signed lease agreement at the time of move-in. Your lease can be reviewed on your online portal.**

- It is highly recommended that you document your move-out condition with your own photos
- A Re-Key fee of \$75 is automatically deducted from the Security Deposit, Section 1.5 of the lease
- Utilities are required to be active for move-out inspection and need to stay on 72 hours AFTER move out, failure to have ALL utilities active will result in a \$150.00 fee, Section 1.5 (g) of the lease
- Remove any and all personal belongings (curtains, trash, boxes, cleaning supplies) There should not be anything of yours left behind, this will result in a removal fee, Section 1.11 (d) of Lease
- Any rooms that have been painted, added decals to walls, or wallpapered, WITHOUT owner consent, need to be returned to their original at the time of move-in Section 1.23 of Lease, Please Review Page 12 of your Tenant Handbook (attached) "Moving Out"

**Here is a cleaning checklist for you to use at the time of move-out:**

- Carpets to be professionally cleaned per lease, failure to do so will result in \$250 deducted from deposit
- Floor to be swept, mopped & cleaned
- Grass to be cut
- Porches and patios to be swept & cleaned
- Close & Lock all windows
- Wash all mirrors
- Wash all windows & window seals
- Clean all toilets, showers, and tubs
- Patch large holes in walls with putty (leave small nail holes) Do NOT use touch up paint as we will color match.
- Kitchen appliances to be cleaned (fridge, oven, vent hood, dishwasher)
- Kitchen counter to be wiped down
- All lightbulbs to be replaced if burnt out
- All broken blinds to be replaced, even if it's one single slat
- Door stops to be replaced if broken
- Remove all personal belongings
- Leave Garage Remotes, Mailbox Key, Amenity Key Cards on the counter or in kitchen drawer
- Leave Keys in the mounted lockbox

**IF YOU DISAGREE WITH SOMETHING ON A MOVE-OUT STATEMENT, YOU WILL NEED TO REPLY IN WRITING WITH YOUR DISCREPANCY.**

It is not uncommon for there to be a few discrepancies.

Don't be alarmed, just simply reply with your concerns.