



### Move Out Requirements

1. Place all keys, remotes, and receipts in a sealed envelope marked with the property address and deliver to the receptionist's desk located at 2939 Breezewood Avenue Suite 100, during business hours.
2. Utilities must remain on for **3 Business Days** from the date you turn your keys in.
3. Remove all personal belongings and trash from the property, including closets, cabinets, and outdoor storage areas.
4. Plan to have your trash/garbage picked up before you discontinue service.
  - a. Condominium units – No Bulk Trash
5. Kitchen:
  - a. *Refrigerator, Stove, Microwave, & Dishwasher:* Clean inside and out, including behind and underneath them. Wipe down counters, sink, and all cabinets/drawers inside and out.
  - b. *Washer / Dryer (if applicable):* Wipe down and check lint catcher.
6. General Cleaning:
  - a. Dust all surfaces, including ceiling fans, light fixtures, shelves, blinds, and baseboards.
  - b. Clean walls, windows, screens, sills, patio door tracks.
  - c. Wipe down all walls to remove scuff marks.
  - d. Attention should be given to handles, doors, and knobs.
  - e. Mop and vacuum all rooms.
  - f. Clean all surfaces and ensure **ALL** drains are clear of hair and debris.
7. Bathroom(s):
  - a. Scrub and sanitize the toilet, shower, bathtub, and sink.
  - b. Clean all mirrors, wipe down cabinets, and remove any mold or mildew from tiles and grout.
8. Replace:
  - a. Dirty Air Filters.
  - b. Burnt out light bulbs with bulbs that match original bulbs.
  - c. Blinds that are broken, cracked, or missing slats.
  - d. Broken smoke detectors/Co detectors; batteries (must be in working condition at the time of move out inspection)
9. Exterior *(if applicable)*:
  - a. Sweep the garage, patio, walkway, driveway, or balcony. Mow the lawn and remove any personal items or debris from the yard.
10. Wood Burning Fireplace *(if applicable)*: Remove ash and ensure the damper is closed.
11. Repair or have repaired any damage you or your pets have caused.

Should you need assistance with the following: locating companies that specialize in the following: cleaning, repairs, or carpet cleaning, please contact let us know as we are happy to assist you.

Thank you for your cooperation.

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_