



## Move Out Requirements

1. Schedule a Move-Out inspection with Property Manager once Residence is Vacant/Empty.
2. Please provide all keys to BillMark Properties and any remotes.
3. Please provide professional carpet cleaning receipt/pet treatment receipt at time of move out.
4. Remove all personal items, furniture, and trash from the property, storage, and yard.
5. Clean all appliances. Refrigerator should be pulled away from wall, and the floor behind cleaned thoroughly. Also, clean refrigerator seals and all equipment inside refrigerator/freezer compartments. Please leave doors open.
6. Clean all cabinets/pantry/closets, in and out, including kitchen and bathrooms. Attention should be given to Handles/Doors/Knobs. Clean all surfaces.
7. Wipe down all walls carefully, including wallpaper and wood surfaces/baseboards. Clean all Floors.
8. Clean all ceiling fans, AC Vents/Registers and light fixtures thoroughly.
9. Clean all windows and secure all windows and screens. Clean all sills, tracks, and patio door tracks. Mini Blinds should be cleaned. Any cobwebs should be removed.
10. Clean and disinfect the bathrooms thoroughly. Remove any mildew.
11. Mow, rake, trim, edge, pull or spray weeds, haul debris from property. Clean driveways, walkways, gutters, and patios.
12. Replace all return air duct filters. Replace all burned out light bulbs with light bulbs that match originals bulbs.
13. Repair or have repaired any damage you or your pets have caused.
14. Make arrangements to have your trash/garbage picked up before you discontinue service.
15. If you have a wood-burning fireplace, contact a chimney sweep to perform an inspection of your fireplace.
16. Blinds have to be in working order. No tears, cracks, missing pieces. Replace if necessary.
17. Install/Repair Smoke Detectors/CO Detectors. Replace batteries in Detectors.
18. Leave Utilities on for 3 business days from date of move out inspection.

Should you need assistance in locating cleaning, repair, or carpet cleaning professionals, please contact us. Thank you for your cooperation.

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

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

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

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