

## Move-Out Checklist

	Cooperate with the showing of the residence for sale or rental, keeping it in presentable condition
	Begin to discard all unwanted items for trash or special pick-up—avoid piles of debris in front of your residence on moving day
	Remove all food, debris, and other personal belongings
	Wipe all cabinets and drawers inside and out
	Clean (and defrost if necessary) refrigerator
	Clean stove, oven, and any other appliances
	Replace any burned-out light bulbs and remove dust from light fixtures. If there are multiple bulbs in one light fixture, they must be matching, and all bulbs MUST be the type of bulb that the manufacture recommends.
	Clean bathrooms including toilets, showers/tubs, countertops, sinks, and mirrors
	Clean all floors and/or carpeting professionally (You must provide a copy of the receipt)
	Patch nail holes/other holes and touch up walls w/ matching color and sheen of existing paint
	Wash windows, clean cobwebs from windowsills, and wipe down blinds
	Be sure bushes are trimmed and the lawn is trimmed. The yard must be clean and free of weeds and leaves
	Report any and all damage in writing
	Change air filters (\$50-\$100 charge if not done)
	Garbage receptacles must be emptied (\$55.00 if not done)
	Upon leaving, please be sure to fully secure the rental by locking all windows and doors
	<b>Return all House Keys</b>
	<b>Return all Mailbox Keys \$\$</b>
	<b>Return Community Pool Keys if applicable \$\$</b>
	<b>Return Garage Remotes \$\$</b>

### Things to note:

- It is the responsibility of the Tenant(s) to schedule with the Landlord a final walkthrough.
- The walkthrough will be completed once all of the Tenant(s) personal belongings are removed from the property.
- The Tenant(s) agrees to have water, electricity, and gas turned on at the property for the final walkthrough.
- Once the final walkthrough has been completed, the Tenant(s) will no longer have access to the Premises.
- Tenant(s) understands that the Security and Cleaning Deposit(s) are NOT to be used towards the last month's rent.
- Tenant(s) understands that if there is evidence of cigarette smoke in the unit; the Tenant(s) agrees to forfeit all deposits.
- Upon move-out, any refundable deposits due to the Tenant(s) will be returned within 14-business days.
- If applicable, Tenant(s) understands that if any or all of their security deposits are forfeited for any reason, the Tenant(s) is also responsible to pay the City Use Tax for the portion of the deposits that are kept by the Landlord.

- Walkthroughs will be completed Monday – Friday between the hours of 8:00 am and 5:00 pm.
- If the Tenant(s) is due a deposit refund, it will take up to 14 business days to receive the refund.