

Move-Out Acknowledgement and Instructions

Your move-out process and deposit return will go smoother if you take a moment to read over the following items. Please call our office if you have any questions. Good Luck with your move!

Utilities

- ✓ Pursuant to your lease agreement, leave all utilities on through the end of your lease term, regardless of whether you move out sooner. Most leases end the last day of the month, so schedule your utilities to go off on the first day of the following month. Otherwise, we will have the service reinstated and you will be charged turn-on fees of \$100.00.

Cleaning



Just a reminder before move out DID YOU CLEAN THE FOLLOWING ITEMS????

- | | | |
|---|--|--|
| ✓ Kitchen Cabinets Inside &Out | ✓ Blinds Wiped Down | ✓ A/C Vents Wiped Down |
| ✓ Stove top | ✓ Windows Cleaned | ✓ Clean AC Filter(s) |
| ✓ Oven Cleaned | ✓ Ceiling Fans Wiped | ✓ Tile Floors cleaned |
| ✓ Refrigerator/ Freezer Wiped and Cleaned out | ✓ Trash/Recycle Containers empty to avoid additional Charge of \$100 | ✓ Arcadia Glass Door Cleaned |
| ✓ Dishwasher | ✓ Washer/ Dryer Cleaned | ✓ Carpets professionally cleaned with Receipt (if applicable per the lease) |
| ✓ Microwave | ✓ Bathroom(s) Cleaned | ✓ Walls / Doors wiped |
| | | ✓ Baseboard wiped down |

***Please read your lease regarding carpet cleaning or call office to get copy of your lease!**

Pets

- ✓ Please pick up all pet droppings from the yard before you leave, otherwise we hire a “pooper scooper” Service to do this. A minimum Charge of \$100 for any Pooper Scooper.



Repairs

- ✓ Please take a moment to think about anything that may need attention to your property that you have not previously reported to us. Do you have toilets that run? Does all the appliance work properly? If you think of anything, please let us know in writing so we won't be surprised by it after you move out.

Walls, Painting, Picture Hanger Holes – Do Not SPACKLE

- ✓ Please DO NOT fill small holes in your walls with spackle. Just leave them there and we'll handle it. The next resident will often hang pictures in the same place anyway. We have had to completely repaint interiors that were otherwise in good shape after tenants created white polka dots throughout the entire house by filling numerous small holes with spackle.

Trash and Debris

- ✓ You must take all your trash and belongings with you. DO NOT LEAVE your TRASH/RECYCLE CAN FULL. Do not leave trash stacked at the curb. If you do, we will send a hauling company to remove it and you will be charged for the cleanup. **THERE WILL BE A MINIMUM \$100 HAULING CHARGE TO REMOVE ANY TRASH OR ITEMS THAT YOU LEAVE BEHIND.**

Keys and Forwarding Address

- ✓ All Keys must be returned to our office by 5PM on your move out date. Please drop off all keys, garage door devices, fobs, pool key, mail box key and etc. at our office. Please attach the Move out sheet along with your keys in an envelope. We do not meet you at the property to collect the keys nor will you be provided a "Second Chance" to re-enter the property to correct items you forgot or missed. Please do not forget to forward your mail to your New Home Address.

Deposit Return

- ✓ We process and mail all deposit refunds within the 14 business days from the day your lease ended. This excludes any Holidays (if applicable). You will receive a full accounting at that time, please do not call and ask us to give your partial or early accounting over the phone.

Charges

- ✓ The following is a list of the most common charges that are taken from the security deposit of our tenants after they move out. Our hope is to return the maximum amount to you, less carpet cleaning (and flea service if pets.)
- ✓ **Cleaning** - Actual cost of Maid Service
- ✓ **Utilities** - Actual cost for turn on and consumption -if turned off to soon. Plus \$100
- ✓ **Repair(s)** - Actual cost
- ✓ **A/C Filter** - Actual cost of service call plus service to unit to determine if dirty filter caused any damages.
- ✓ **Trash Hauling** - Actual cost, minimum \$100. DO NOT Leave trash at your curb, garage or trash/recycle containers.
- ✓ **Landscape Charges** – Actual cost to remove weeds, leaves, dead and over grown shrubs.
- ✓ **Nails/touch up paint** – Actual Cost to do repairs



Property Address: _____

Tenant Name: _____

Forwarding address: _____

Mailbox Number; _____

Location: _____

Electric Company: _____

Water/Sewer Company: _____

Gas Company: _____

Trash Company: _____

Collection Days: _____

Appliances Present at time of move out:

Number of Keys Returned:

Refrigerator	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Microwave	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dishwasher	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Washer	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dryer	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

House Keys	_____
Garage Door Keys	_____
Mailbox Keys	_____
Pool Keys	_____
FOBS	_____
Gate Clicker (if Applicable)	_____
Garage Door Remotes	_____

Notes:

Would you like to be present for the move in inspection: Yes No

If So, what is the best number to call you at: _____

**Please note if you choose to be there during the move out inspection we will call you one (1) prior to our arrival time to the property. We do not schedule appointments as we have serval move in and out we do at the end/first of the month. **

Tenant Signature: _____ Date: _____