

MOVE OUT CHECK LIST

The following items MUST to be completed upon moving out of your rental property:

- ___ All door keys returned # received ___
- ___ All mailbox keys returned # received ___
- ___ Garage Door Openers returned # received ___

Premises should be left in clean and empty condition (except furnishings included in the lease.) This includes:

- **All personal belongings** must be removed from the property. Removal of any personal items will be charged towards your security deposit.
- Upon move out, a **professional carpet cleaning** is required if your property has any carpeting (or rugs left by the owner for your use). You can choose to do this at your expense, and a receipt must be provided for verification purposes. If you prefer us to arrange this service, the cost of the cleaning will be deducted from your security deposit. If you chose to have us arrange it, you must notify us within 2 weeks of your move-out for scheduling. ***Do not clean the carpets until all of your belongings and furniture are out of the property.
- The property must be clean including:
 - Dust all ceiling fans & all light fixtures. Remove globe lights and clean out globes where needed.
 - Change the air filter. All air filters must be fresh upon move-out.
 - Clean/Mop all hard floors (wood, tile, and laminate)
 - Dust and clean ALL baseboards, trimwork, molding & stair rails
 - Wipe all light switch plates, and high traffic items such as doorknobs, cabinet handles, etc.
 - Clean/dust all blinds. DO NOT submerge wooded blinds in water. If there are wood blinds in your property, please wipe with a damp cloth to remove dust build-up
 - Clean all storm doors, windows in doors, and pay close attention to the area around the doorknobs, locks, etc. Be sure all thresholds are clean, free of dust, dirt, & debris.
 - Clean all doors, windows, window sills, and ledges. If you have operational windows in your property, include the area where the window opens and exposes the track across the bottom of the window.
 - BATHROOMS
 - Must be completely wiped down. Including wiping down cabinets (*inside & out*), drawers (*inside & out*), toilets, mirrors, tubs & showers. Please remove all shower curtains & rods (unless they were provided upon move in) & remove all plastic shower liners whether provided or not.
 - Scrub baseboards, molding, sanitize and clean floors



- KITCHEN
 - Wipe down ***inside & outside*** of ALL cabinets & drawers, paying special attention to the handle areas where most handprints and scuffs occur
 - Clean exterior & interior of ALL appliances.
 - STOVE/OVEN - If your stove has a self-clean cycle, please run that and wipe out upon completion. DO NOT USE oven cleaner if your oven has a Self Clean feature. If it does NOT have a Self-Clean feature, you may use an oven cleaner. If the drip pans underneath the oven eyes are dirty or damaged, you are responsible to replace them with new, clean ones. Be sure to remember the bottom drawer as well.
- ALL light bulbs must be working. Replacement costs and any associated labor cost will be charged and taken out of your security deposit.
- ALL fire alarms must be affixed to wall/ceiling and working.
- Garages
 - Return all garage door openers with keys upon move-out
 - Sweep/clean garage floor. Clean garage door windows
 - Wipe down all shelves/cabinets, where applicable
 - Clean garage of ***all personal belongings***
- Yard
 - Yard must be mowed, trimmed, and free of fire ants as required in your lease UNTIL lease term is over. Ant servicing of the lawn following your move out but prior to lease end will be done at your expense. Please consider this if you move out prior to your end of lease date.
 - Gutters should be clean and free of debris
 - Flower beds should be weeded, and in good shape upon move out
 - All flowerpots, yard art, flags, etc. should be removed. (except any that were present at move-in)

REMEMBER, regardless of your actual move-out date, you MUST keep all utilities in place until the end last day of the lease term. NO EXCEPTIONS. If you do not do this, any reconnection/service charges will be your responsibility and deducted from your deposit. This does not include telephone, cable, and internet services.

PLEASE BE ADVISED, if any of the above items are not completed as required, your security deposit will be used to cover any and all costs associated with making sure they are done. Upon move-out, you should receive a statement and your security deposit refund (less any expenses) within 30 days of move-out. Please be sure to provide Byrd Palmer & Associates, Inc. with a forwarding address IN WRITING. If this is not provided, it will be impossible to send you any further correspondence and deposit refunds.

If you have any questions at all, please let us know!

Sincerely,

Byrd Palmer & Associates, Inc
843.449.4009