

MOVE OUT INSTRUCTIONS

The move out inspection will be performed after personal possessions are moved out of the house and you have had time to clean and have turned in your keys. The utilities must be left on for 48 hours for inspections.

The following will help you to get your deposit back without deductions except for the carpet cleaning and flea / tick spraying (if applicable).

1. Floors: Clean and mop. Carpeting will be cleaned by a **professional** at your expense. A receipt must be provided.
2. Walls, Ceilings, Baseboards and Door Frames: Clean dust, smudges and other spots. When washing smudges from walls, doors, door frames and baseboards, use a cleaner in a small area to test the paint. If the paint comes off, do not use the cleaner, use warm water instead. If there are crayon or ink marks, the repainting of the walls will be charged to you. If the vents on the ceilings have dirt radiating out, be sure to use your vacuum cleaner to clean, not a broom.
 - a. Painting: Remove all nails. Do not fill holes or touch up paint without approval. If you paint and it does not match or you do a poor job of filling holes, you will be charged. Charges for painting depend on the length of time in the property, age of the existing paint, and whether the condition exceeds normal wear and tear.
3. Cabinets, Closets and Shelves: All surfaces must be wiped down and free of grease, dirt and stains. If you have used shelving paper, please remove it and clean the shelves.
4. Kitchen and Bathroom(s): All equipment, including tubs, shower stalls, sinks, commodes (in and out), mirror and medicine cabinets, towel racks, counter tops, will be left in a clean and grease free manner.
 - a. Stove: Must be cleaned inside and outside to remove grease, dust, rust, food. If the burner pans are damaged or coated with burned on food / grease, they must be replaced.

**** NOTE: Self-cleaning ovens don't really clean themselves. You must wipe them out.**
 - b. Vent Hood: Exterior and interior must be degreased – also clean the filter with oven cleaner.
 - c. Refrigerator: Must be cleaned inside and out, including the top. Take all trays, shelves out, wash and return.
 - d. Dishwasher: Must be cleaned inside and out.
 - e. Microwave: Must be cleaned inside and out.
5. Light Fixtures, Light Bulbs and Ceiling Fans: All components, including incandescent bulbs should be free of dust, insects, etc. Globes should be removed, cleaned and replaced. Fan blades will be cleaned. Make sure all bulbs are in working condition, including the heat lamp in the bathroom(s).
6. Air Conditioning / Furnace: Filter must be either cleaned or replaced. If the coil is dirty due to negligence on the tenant's part, the cleaning by a professional will be deducted from the security deposit.

MOVE OUT INSTRUCTIONS (cont'd)

7. Exterior: All trees and bushes must be trimmed and the yard must be cut and edged just prior to move out.
8. Garages, Carports and Storage Buildings / Areas: Must be cleaned out and then swept out. Any grease on the floor of the carport, garage or driveway must be removed.
9. General: All trash / debris / tree branches must be removed prior to move out. Any missing / torn screens must be repaired / replaced.
10. Trash receptacles must be emptied. Full trash receptacles will be hauled to the dump to be emptied and deducted from your security deposit.
11. Be sure smoke alarms are working. Replace batteries if necessary.