



## RESIDENT MOVE OUT INSTRUCTIONS

We know you will have a lot to keep track of during this transition, it is our hope that this guide will make it clearer and more organized for you to ensure your move out is as easy as possible.

We will perform move out evaluation after all your personal property have been removed and you have cleaned and returned the keys to the property to the management office. Rent will be charged until Real Property Management® of Affiliates receives keys and any garage door remotes. Do NOT leave the keys at the property. **You will NOT be able to re-enter the property after the keys have been turned into the office.**

If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease, However, we will do our best to try and lease the property.

Please fill out the information below and return too Real Property Management of Affiliates a required by your lease agreement and to assist with a timely return of security deposit monies.

Forwarding Address:

Lease Termination date:

Move out date:

Date received move out notice:

Date called ( water, sewer, garbage):



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### CLEANING GUIDELINES / MOVE-OUT RESPONSIBILITIES

Unit must be ready to rent!

Move Out Date: \_\_\_\_\_ Tenant Name/s: \_\_\_\_\_

Address: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

- |                                                                                                                                  |                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Patch all holes on walls                                                                                | <input type="checkbox"/> Clean behind the appliances including the walls and floor                                                                                          |
| <input type="checkbox"/> Wash all walls and baseboards                                                                           | <input type="checkbox"/> Replace any burned out light bulbs and batteries in detectors                                                                                      |
| <input type="checkbox"/> Wipe out all drawers, cabinets, cupboards, closets, etc.                                                | <input type="checkbox"/> Vacuum all carpeted areas                                                                                                                          |
| <input type="checkbox"/> Vacuum all window tracking, clean windowsills, blinds, and windows                                      | <input type="checkbox"/> Have carpets professionally cleaned with truck mount company and bring in receipt to management upon move out (renting a machine does NOT qualify) |
| <input type="checkbox"/> Clean all doors and door frames                                                                         | <input type="checkbox"/> Sweep out the garage, porch, front and back                                                                                                        |
| <input type="checkbox"/> Clean and disinfect all counters                                                                        | <input type="checkbox"/> Sweep all floors including behind all appliances                                                                                                   |
| <input type="checkbox"/> Clean and disinfect all bathrooms, showers, bathtubs, sinks, toilets, mirrors, etc.                     | <input type="checkbox"/> Mop all floors including behind all appliances                                                                                                     |
| <input type="checkbox"/> Clean and disinfect everything in kitchen, sinks disposal, etc.                                         | <input type="checkbox"/> Remove all cobwebs                                                                                                                                 |
| <input type="checkbox"/> Dust and wash all light covers and fixtures                                                             | <input type="checkbox"/> Mow the lawn, rake it, and clean up the yard                                                                                                       |
| <input type="checkbox"/> Clean all ceiling fans and vents                                                                        | <input type="checkbox"/> Remove all garbage, debris and personal items from the premises                                                                                    |
| <input type="checkbox"/> Clean outside of dishwasher, add one cup of vinegar inside and run through one complete hot water cycle | <input type="checkbox"/> Return keys, remotes etc. to management during business hours on day of move out                                                                   |
| <input type="checkbox"/> Clean and disinfect inside and outside of refrigerator, sides and back also                             |                                                                                                                                                                             |
| <input type="checkbox"/> Clean the inside and outside of oven and microwave                                                      |                                                                                                                                                                             |

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_