

Move Out Requirements

Thank you for your advance notice of your intent to vacate the property you have been renting. In order for us to refund to you the security deposit that was paid when you took occupancy of the property there are certain requirements. After you vacate the property, we will be inspecting the condition of the property to make sure that it is "reasonably cleaned and undamaged."

"Reasonably clean" means that a new tenant will be able to move into the property without us having to hire a professional cleaning service to clean the property. The following list is what we expect as far as the cleaning of the property. However, the cleaning may not be just limited to this list. Each property may vary somewhat.

- * Have the carpet PROFESSIONALLY cleaned and if you had pets have the carpet deodorized also. Be prepared to provide a receipt for the carpet cleaning.
- * Thoroughly clean all appliances: Oven, stove top, stove hood, dishwasher and refrigerator/freezer. Turn the refrigerator off or unplug it and prop open the doors to prevent mildew and mold.
- * Sweep, mop and wax (if needed) all vinyl and/or tile flooring.
- * Dust all ceiling fans, ceilings, baseboards, window sills, closet shelving, drawers and cabinet shelves.
- * Remove all nails, hooks, screws etc. from all walls.
- * Remove all shower curtains and clean the tubs, sink and toilet with appropriate bathroom cleaner.
- * Replace all burned out or missing light bulbs with the correct type and wattage, wash all fixture globes
- * Remove all personal belongings from the property including garages, outside storage buildings etc. This office will not be responsible for returning personal items left in the property.
- * Regardless of the season, the yard needs to be freshly cut, trimmed, edged and raked and any bushes trimmed properly.
- * Clean all debris, wood and ash from the fireplace (if you have one)
- * All patios, porches, decks, walkways, driveways, carports, garages need to be swept or blown clean of all debris, dirt and leaves.
- * If the property has a pool, regardless of the season, the pool needs to be clean; all chemicals adjusted properly and ready to swim.

DO NOT HAVE THE POWER DISCONNECTED WITHOUT FIRST NOTIFYING THIS OFFICE OF THE DISCONNECT DATE.