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## MOVE OUT PROCEDURES

Check-out inspections of homes are made *after* all keys are returned to the office and all furniture and personal items are removed. The home **must be vacated** before any inspections will be made.

### PLEASE:

1. Remove all personal items and trash from the house and yard.
2. Clean appliances thoroughly (refrigerator, range, dishwasher, a/c filters, furnace closet, etc.)
3. Clean the sinks and inside/outside of kitchen cabinets.
4. Shampoo the carpet **professionally** *after* all items are removed from the home and furnish receipt.
5. Strip tile floors of all wax. Remove stains and marks.
6. Wash walls carefully; pay special attention to areas around light switches, hallways, and doorways.
7. Clean inside/outside (except second story) all windows and screens.
8. Make needed repairs to screens and screen doors.
9. Clean and disinfect the bathroom(s) thoroughly.
10. *If responsible* for the lawn: mow, trim, edge, and water the yard prior to check-out
11. Repair or have repaired any damage you or your pets have caused.
12. Discontinue your telephone service at least 24 hours before vacating. If the home is illegally entered while vacant and long distant phone calls are made on the phone, the telephone company will charge you.
13. Make arrangements to have your trash and garbage picked up BEFORE you discontinue your water service. Once the water is turned off, the city will not pick up your trash. You will be charged if we have to haul away trash.
14. Notify property manager of the date you have scheduled to have your utilities turned off to enable no interruption of power and/or water.
15. Turn OFF icemaker and dump the ice bin. If power is turned off leaving ice in the freezer can cause damage from melted ice and/or excessive cleanup.

**It will be less expensive if you take care of your own damages.**

THANK YOU FOR YOUR COOPERATION!

Property Management Department