

MOVE OUT GUIDE

Please refer to this list as a guide for your move out. Each house is unique and not all items may apply to your home. Normal wear and tear is not something you will be charged for.

Utilities:

- **Must stay on until after the Move Out is complete.** It is Tenant responsibility to connect and disconnect utilities.

Kitchen & Laundry Rooms

- Clean all items out of the Refrigerator and wipe shelves and drawers clean
- Empty Ice from Freezer/Ice Bin
- Clean out Oven, wipe down Oven Walls, wash oven racks, broiler pan and storage space
- Clean Stove Top surface of all grease and food, replace drip pans, clean gas eye grates of grease
- Clean Microwave inside and out, wash all racks and Lazy Susan's
- Clean Vent Hood and run filter through dishwasher
- Wash all kitchen cabinets inside and out, wipe out all drawers
- Clean Washer & Dryers inside and out. Remove lint from dryer.
- Clean sink and counters
- Clean window blinds/shades.
- Clean light fixture and outlet coverings. Replace any dead or missing light bulbs.
- Kitchen floor must be swept and mopped clean

Bathrooms

- Clean shower and/or tubs thoroughly. Remove all cleaning solution residue.
- Clean toilets by scrubbing inside the bowl and wiping down the outside of the whole toilet
- Wash all bathroom cabinets inside and out. Wipe out all drawers.
- Clean all mirrors
- Clean sinks and counters
- Clean all wall, floor, tile, tub grout & caulk with a mildew & soap scum cleaning solution
- Clean light fixture and outlet coverings. Replace any dead or missing light bulbs.
- Clean window blinds/shades.

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- Bathroom floors must be swept and mopped clean

Living Rooms and Bedrooms

- Remove all nails or anchors from walls
- Dust and wipe down baseboards and door frames
- Dust and wipe down fan blades
- Remove hangers from closets and dust shelves
- Clean light fixture and outlet coverings. Replace any dead or missing light bulbs.
- Clean window blinds/shades.
- Fireplaces should be cleaned of all wood and ashes.
- Sweep or vacuum all floors. For carpeting, remove any stains before vacuuming.

Exterior

- Grass must be freshly mowed. Yard must be freshly raked of leaves. All lawn debris must be removed from yard.
- Clean Gutters
- Sweep porches and decks.
- Sweep out unfinished basements, outbuildings, workshops and garages. Please remove any items that were not in these areas when you moved in.

Pest Control

- If pets were present in the home, please provide Management with a copy of paid receipt from a state licensed pest control company showing the property has been treated for ticks and fleas. This treatment must be done after all personal items are removed from the Property.

Trash; Debris; Personal Items

- All trash, debris and personal items must be removed from the Property when possession is returned to Management.
- **Do not leave trash for a service to pick up.**

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- If any trash, debris, trash in trash cans or personal items are left behind, you will be charged a minimum of \$150.00 for the removal.

Other

- All keys, garage door openers, amenities cards, and gate openers must be returned to Management in order to return possession back to Management. Office hours are Monday through Friday from 9am until 5:00pm.
 - IF a lockbox has been set up at your Property and you have placed a key in the lockbox – keys, garage door openers, amenities cards and gate openers can be left on kitchen counter and an email sent to info@spaldingbrokers.com to notify Property Management that you are returning possession of said Property.
- Once you return possession the Move Out Inspection will occur within 3 days. **You will not be allowed to return to the home.**
- If you owe any balance, those amounts must be satisfied prior to vacating the Property.
- If you vacate the home prior to the end of your lease term, all monies due through the end of the lease term are due immediately.

If you have any questions, please feel free to give us a call at 678.534.7490.

Property Manager

Tenant