

Resident Move-out Instructions

These are the instructions for proper move out. We know you will have a lot to keep track of during this transition. We hope this will make it clearer and more organized for you. If you do have any questions, please call us at 317-610-0600.

We will perform an inspection after all your personal property has been removed and you have cleaned the property. At this time, you need to take the keys to the office. We consider you still living at the property until the keys are turned in. **Rent will be charged until Real Property Management Indianapolis Edge 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.**

The better the condition of the property when you leave, the faster the deposit is sent. You will need to give us your forwarding address so we know where to send your deposit refund.

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.

CLEANING SPECIFICATIONS

- _____ Remove all trash and personal items from home and yard, including pet droppings.
- _____ Clean all appliances thoroughly, including microwave, range hood, etc.
- _____ Clean sinks, cabinets, and drawers.
- _____ The carpeting must be *professionally* cleaned and receipt turned in with keys.
- _____ Wash non-carpeted floors. Remove stains and marks.
- _____ Wash walls carefully; pay special attention to areas around light switches, hallways, doors, and baseboards.
- _____ Clean all windows, secure all screens, and remove cobwebs inside and out.
- _____ Make needed repairs to screens and screen doors.
- _____ Clean and disinfect the bathrooms thoroughly.
- _____ Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
- _____ Discontinue your phone services at least 24 hours before vacating.
- _____ If you are responsible for the lawn care, mow, trim, and remove debris from yard.
- _____ Make arrangements to have your trash picked up before you discontinue service.
- _____ Do not place trash and garbage in the recyclable cans.

GENERAL CLEANING

Use this as a check off as tasks are completed.

<p>WALLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean vents <input type="checkbox"/> Vacuum cobwebs <input type="checkbox"/> Dust above doors <input type="checkbox"/> Clean walls <input type="checkbox"/> Baseboards and molding 	<p>FLOORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean Vents <input type="checkbox"/> Professionally clean all carpets <input type="checkbox"/> Sweep non carpeted <input type="checkbox"/> Mop/Scrub vinyl <input type="checkbox"/> Clean under refrigerator
<p>DOORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean all knobs <input type="checkbox"/> Dust <input type="checkbox"/> Clean inside door jamb 	<p>BATHROOMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sink/tub/shower <input type="checkbox"/> Toilet <input type="checkbox"/> Walls/windows/mirrors <input type="checkbox"/> Floors <input type="checkbox"/> Vanity drawers/shelving
<p>WINDOWS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sills <input type="checkbox"/> Blinds <input type="checkbox"/> Windows <input type="checkbox"/> Vacuum tracking 	<p>KITCHEN</p> <ul style="list-style-type: none"> <input type="checkbox"/> Refrigerator <input type="checkbox"/> Stove top/burner pans, under burner pans and oven/racks <input type="checkbox"/> Stove hood <input type="checkbox"/> Cabinets in/out <input type="checkbox"/> Counter tops/sink
<p>OUTSIDE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Grass mowed <input type="checkbox"/> Leaves raked and bagged <input type="checkbox"/> Garden/beds weeded <input type="checkbox"/> Concrete degreased <input type="checkbox"/> Lights working <input type="checkbox"/> Trash hauled off <input type="checkbox"/> Do not leave bags at the rental 	<p>MISC.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean all light fixtures <input type="checkbox"/> Sweep porches <input type="checkbox"/> Sweep garage <input type="checkbox"/> Sliding glass door glass and tracks <input type="checkbox"/> Sweep laundry <input type="checkbox"/> Clean dryer vents <input type="checkbox"/> Smoke detectors and batteries