

## Resident Move-Out Checklist

The following is a quick reference checklist of items that will need to be completed for a smooth move-out.

- Fill out Notice of Intent to Vacate Form or fill out move out in your tenant portal.
- Update your address and phone numbers with Real Property Management. This helps expedite receiving Security Deposit monies.
- Let Real Property Management know of your vacating date.
- Have the property in showable condition for Real Property Management to show the property to applicants that wish to lease the property.
- Call utility companies and take service out of your name as of vacated day.
- Forward your mail as of vacated day.
- Clean the property, inside and out, according to the Move-out Cleaning Guide.
- Schedule Professional carpet cleaning for after you have cleaned the property.
- Ensure any balances due to Real Property Management Express have been paid.
- Leave all garage door remotes on kitchen counter in property.
- Return all keys to Real Property Management office, along with Professional carpet cleaning receipt by 11am of vacating day.