

Resident Move-out Instructions

We know you will have a lot to keep track of during this transition, it is our hope that this guide will make it clearer and more organized for you to ensure your move out is as easy as possible.

We will perform move out evaluation after all your personal property has been removed and you have cleaned and returned the keys to the property to the management office. Rent will be charged until Real Property Management [franchise name] 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.

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.

Please fill out the information below and return to Real Property Management [franchise name] as required by your lease agreement and to assist with a timely return of security deposit monies.

Forwarding Address:

Lease Termination Date:

Move Out Date:

Date Received Move Out Notice:

Date Called (Water, Sewer, Garbage):

YOUR PHONE NUMBER HERE • YOUR ADDRESS HERE • YOUR WEBSITE HERE

Cleaning Guidelines / Move-Out Responsibilities

Unit must be ready to rent!

Move Out Date: _____ Tenant Name/s: _____

Address: _____

Home: _____ Cell: _____ Work: _____

- Patch all holes on walls
- Wash all walls and baseboards
- Wipe out all drawers, cabinets, cupboards, closets, etc.
- Vacuum all window tracking, clean all windowsills, blinds, and windows
- Clean all doors and doorframes
- Clean and disinfect all counters
- Clean and disinfect all bathrooms, showers, bathtubs, sinks, toilets, mirrors, etc.
- Clean and disinfect everything in kitchen, sinks, disposal, etc.
- Dust and wash all light covers and fixtures
- Clean all ceiling fans and vents
- Remove all cobwebs
- Clean outside of dishwasher, add 1 cup of vinegar inside and run through one complete hot water cycle
- Clean and disinfect inside and outside of refrigerator sides and back also
- Clean the inside and outside of oven and or microwave
- Clean behind the appliances including the walls and floor
- Replace any burned out light bulbs and batteries in detectors
- Vacuum all carpeted areas
- Have the carpets professionally cleaned with truck mount company and bring in receipt to Management upon move out (renting a machine does NOT qualify)
- Sweep out the garage, porch, front, and back
- Sweep all floors including behind all appliances
- Mop all floors including behind all appliances
- Mow the lawn, rake it, and clean up the yard
- Remove all garbage, debris and personal items from premises
- Return keys, remotes etc. to Management during business hours on day of move out

Signature: _____ Date: _____

YOUR PHONE NUMBER HERE • YOUR ADDRESS HERE • YOUR WEBSITE HERE