



Tenant Move-Out Procedures & Move-Out Checklist

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit.

Completing this checklist will speed up the return of your deposit. This list, in conjunction with your original check-in inspection sheet, and any maintenance completed during your occupancy, will be used for your checkout inspection.

IMPORTANT:

Utilities **MUST** be on at the time of move out inspection. If you turn utilities off prior to lease end date and EXPERT Property Management has to re-connect for cleaning or repair work you will be charged a re-connect fee of \$25 plus and utilities needed.

Most of the time we either have tenants scheduled to move in right away, or work scheduled to be done. Therefore, it is imperative that you stay with your scheduled move-out date. If you are not able to vacate by the end of your lease, please notify our office immediately.

The Following Information is provided to help you get your security deposit returned without any misunderstandings:

1. Submit your **Notice to Vacate** with completed forwarding address.
2. According to the terms of your Lease, EXPERT Property Management has 30-days to return your security deposit. Security deposits will be mailed to the forwarding address left with the office within 30-days of date keys are returned.
3. Remember to **CLEAN** your rental property inside/outside to avoid any charges against your deposit. Refer to the Move-Out Checklist for further information.

Take the burden off of yourself when it's time to Move-out and use one of our proffered vendors. Coordinate the following items with us:

- Full Home Cleaning
- Professional Carpet Cleaning
- Minor Repairs
- Lawn Service & Hedge Trimming
- Debris Removal & Hauling

Move-Out Checklist

If you are hiring a professional cleaner, give them this list to ensure they do not miss items. Some of the following items pertain mainly to single-family homes and Duplex's. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please call.

All of the following items are lessee responsibilities except those noted on your move in form. If you have any doubt, please call ahead of time to research the matter.

- **PAINTING:** Please remove all nails---DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, or touchup paint without approval. If you paint and it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear.
(Paint left in the home is only for possible color matching, not to be used for touch up paint)
- **CARPET CLEANING:** Tenants are required to have the carpets **PROFESSIONALLY CLEANED** at the time of Move-Out. This must be completed after you have completely removed all your belongings and vacated the property. A Receipt from a Professional carpet cleaning company must be provided to us when you turn in your keys. **DO NOT** rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable.

Be sure to have any spot treatments or pet treatments done as needed. If any **Odors or Pet Odors re-surface** after you have vacated the property, the tenant will be responsible for charges to remove the odor.

- **INTERIOR CLEANING**

1. Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments or area rugs, they must be put back in place.
2. All non-carpeted floor should be swept, scrubbed and free of dust and debris. Be careful with hardwood floors. If you have any doubt, please call us.
3. All interior windows and sills must be clean. This includes the area between the windows and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired in accordance with your lease.
4. All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. If you removed any, you must put them back in place unless otherwise agreed to in writing.
5. All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains.
6. All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains. Especially along the bottoms of the walls.

7. All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned free of dust and cobwebs.
8. All smoke detectors must be in place and in working order. **(If it is beeping, you need to replace the battery. It takes a 9-volt square battery).**
9. All exhaust fans/vent covers should be in working order and free of dust and grease.
10. Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, washed inside and outside.
11. Refrigerators/Freezers must be washed/cleaned inside and outside. If on wheels, they must also be pulled out, and all dust and dirt is removed from the back, sides, floor, and walls surrounding the refrigerators/Freezers. **(DO NOT TURN OFF after cleaning)**
12. Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. **(Do not use oven cleaner in self-cleaning ovens and use the appropriate stovetop cleaner for Smooth Top Stoves).**
13. Dishwashers and Trash Compactors must be cleaned inside and outside, especially the inside lip of the door. -- Some people tend to miss this.
14. All sinks, faucets, and garbage disposals must be washed out and wiped clean.
15. Kitchen walls and floors must be washed, and free of food stains, dust, dirt, and grease.
16. All bathroom floors and walls must be cleaned. This includes the grout and caulking.
17. All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues.
18. All medicine chests, vanities, and drawers must be cleaned inside and outside.
19. Laundry rooms and utility rooms must be free of dust, dirt, cobwebs, and debris.
20. Air Filters must be changed or if washable, then cleaned. Air Vent Covers must be free of dust. **(If you do not do this, you could be charged to service the HVAC unit.)**
21. The fireplace must be cleaned and vacuumed out. (wood burning)
22. Washing machine must be wiped down and free of soap residues.
23. Dryer must be wiped down and free of lint.
24. All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property.

- **EXTERIOR CLEANING**

1. All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris.
2. All grass must be free from pet dung, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.
3. All walkways, steps, decks and patios must be swept and free of weeds.
4. If you have a garage, please make sure it is swept clean and cobwebs are swept from ceiling and corners

5. If you have a tool/garden shed please sweep it out. Clean up any chemical spills, and make sure all tools and yard equipment is removed. Old chemicals and paints should be discarded properly.
6. Repair any Pet damage to Doors, Door casings, trim, and yard.
7. Turn in all remotes, i.e. garage, ceiling fans, alarm with keys. **(If you were issued remotes at Move In and do not have them to turn in for Move Out, you will be charged accordingly).**

This list may not be all-inclusive and there may be other areas which need attention. If in doubt, clean it! The home should be left in a condition where the next tenant can move in immediately.

Good Luck with your move, and in your future home!



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