

MOVE OUT PROCEDURES

In order to avoid a claim against your security deposit, please review and follow the move out procedures below.

- 1) Reside in the property for the full term of your rental agreement
- 2) Provide a written notice of intent to vacate thirty (60) days prior to vacating
- 3) No damage to property beyond normal wear and tear
- 4) Upon vacating be sure to clean the entire unit:
 - Unit must be completely free of trash and all dust
 - Appliances (underneath also), stove top burners and drip pans, range hood & exhaust fans, top of refrigerator and stove must be cleaned
 - Cupboards, drawers, kitchen counters & sinks must be wiped out and cleaned
 - Bathroom(s) to include tub, tub tile, sinks, toilets, plumbing fixtures, mirrors, exhaust fans and closets must be clean
 - Spot wash walls, doors, baseboards, light fixtures, switches/outlets
 - Wipe down windows, window tracks, window coverings/blinds
 - Patio, deck, garage must be swept and free from debris and trash
 - Light bulbs must be in working order and of the same style
 - AC filters must be clean and/or replaced
 - Nails need to be removed from walls – **Do not fill nail holes**
 - Mow lawn if applicable, and remove all debris and trash from inside and out and place in proper containers
 - **Carpet is to be commercially shampooed when you move out by a professional TRUCK MOUNTED STEAM CLEANING UNIT.** If you arrange carpet shampooing, please provide us with a copy of the receipt, otherwise we will schedule the work to be done and deduct from your security deposit per your lease.
 - All smoke detectors must be left in working condition
- 5) Have no unpaid late charges, or delinquent rent.
- 6) Return all keys to the property.
You will be charged rent until keys are returned to the office or to the DeNike Realty and Property Management representative that does a walk through with you.
- 7) Utilities must be on for walk out inspection.
- 8) The office will use the property condition report which was filled out by you when you first occupied the property. If any of the above items were not clean when you moved in, it should have been noted on your inspection sheet and you will not be responsible for that cleaning. Any cleaning which must be done in the unit and or the actual cost of repair or replacement of any damaged items in the unit will be charged to the vacating tenant.

Please be assured that it is not our policy to keep any portion of your deposit without good reason. We hope that you will leave the property clean and undamaged so that we can refund all your money and don't have to go to the expense and bother of having cleaning and repairs done. If you have any questions, please call the office. We will inspect the property as soon as possible after you turn in your keys. If you would like to schedule a walk-through inspection, please call our office at least 48 hours before the day you would like the inspection. **The unit must be completely vacant and cleaning finished for the inspection to be done, if this is not done the inspection will have to be re-scheduled at the convenience of the DeNike Realty and Property Management representative doing the inspection.**