

So you're moving out...

We will be sad to see you go, but we would like to take this opportunity to thank you for renting from Dunlap Lilley Properties. Before you move, there are just a few items we'd like to remind and inform you of. Please take a moment to review this information as well as our move-out checklist, available for download on our website's "Tenant" page, so that your unit is in the best possible condition for inspection and so your move-out will go as smoothly as possible.

Once you know the exact day & time that you will be moving out, please email our office to let us know. When your move-out day comes, you should make sure you have thoroughly cleaned the residence, had your carpets professionally cleaned (if applicable, as per your lease) and have removed all trash and personal belongings from the property. Do NOT leave any trash or recyclables in roll-out carts or bins, as the next collection date could be up to a week away from your move-out date. You will be charged for any trash, recyclables or other items that have to be hauled away.

Once you have taken care of cleaning the property, you should make sure to turn in all keys to our office so that you are not charged additional rent for maintaining possession of the property by holding onto keys beyond the end date of your lease. When you bring in your keys, you should also bring the receipt of professional carpet cleaning, receipt for replacement of stove-top drip pans (if applicable, as per your lease), as well as your Security Deposit Refund form.

After we conduct a visual inspection of your vacated residence, if needed we will compare your initial 'move-in inspection' form with our completed move-out inspection and make sure that all rents and/or late-fees have been paid, to determine your security deposit refund. As long as all debts are clear and your unit was left in good, clean condition per the terms of the lease, you should expect a full refund of your deposit. If you are uncertain about your account balance, please contact the office or check your online portal to make sure you are current.

Please reference our printable move-out and cleaning check-list to make sure your rental unit is in the best possible condition for your move-out. While this is a general checklist, there may be some items not covered here that should be addressed, depending on the property. Please contact us if you are uncertain about any item.

If you have any questions about this information or your move-out procedures, please do not hesitate to contact us. Additionally, please feel free to use us as a rental reference in the future, or if you are thinking about purchasing a new home, Dunlap-Lilley Properties can help! With full-service brokerage capabilities, your dream of home ownership can become a reality! Thank you again and we wish you the best in all of your future endeavors.

Sincerely,

DLP Staff

Move-out Checklist

- Provided our office with a proper written 30-day notice of lease termination?
- Paid all rents & any late fees or other charges in full?
- Cleaned the unit thoroughly and had the carpets professionally cleaned?
- Provided the post-office with your new address?
- Scheduled to have your utilities turned off?
- Turned in all keys, mailbox keys, internet modems (if applicable)?
- Completed and submitted a Security Deposit Refund form to our office?
- Cleaning Checklist – This is a general guideline, you should take care to be very thorough when cleaning!

🔧 Kitchen

- Stove - Including under each drip pan & in drawer below oven
- Also replace each drip pan w/ new one, per lease addendum
- Oven - All surfaces & glass window
- Refrigerator - Including underneath crisper drawers
- Sink – clean & disinfect
- Cabinets – Clean & wipe down inside & out, remove shelf paper or liners
- Counters
- Vacuum & Mop floor

🔧 Baths

- Sink(s) – including sink bowl & hardware, faucet handles, etc...
- Tub(s) / Shower(s) – all of tub, walls, tile, fixtures, handles, etc...
- Toilet(s)
- Cabinets - Inside & out, remove shelf paper or liners
- Mirror(s)
- Vacuum & Mop floor

🔧 All rooms

- Vacuum floors – including hardwood floors
- Replace burned out light bulbs
- Dust ceiling fans
- Change AC Filters
- Clean dryer lint trap
- Have carpets professionally cleaned & turn in receipt to DLP Office
- Wipe down baseboards

🔧 Exterior and Misc. items

- Please remove all trash, recyclables & personal belongings from the premises
(inside & out to avoid fees for hauling away furniture or trash)