



## MOVE-OUT PREPARATION CHECKLIST

Once you have submitted your **30–45 day written notice through your PORTAL**, please complete the following steps before move-out:

### PAINT GUIDELINES

- Do NOT attempt to match or touch up paint yourself. Touch-up paint often does not match and may cause additional damage.
- If paint touch-ups are needed, request contact information for a Trinity-approved vendor.

### CLEANING REQUIREMENTS (PROFESSIONAL CLEANING REQUIRED)

- Mop all floors
- Clean bathrooms
- Clean oven
- Clean refrigerator
- Clean microwave
- Wipe out all cabinets and drawers

### ADDITIONAL AREAS

- Sweep out garage
- Sweep and spray off porches/patios (remove dirt dauber nests, cobwebs, and debris)
- Replace all light bulbs (bulbs should match in color and type)

### YARD MAINTENANCE (IF APPLICABLE)

- Mow lawn
- Remove weeds
- Clean out flowerbeds

### KEYS & REMOTES

- Return all house keys
- Return garage remotes and access devices
- Drop off at Trinity Office or place in after-hours Dropbox

**Thank you for helping ensure a smooth move-out process.**

Trinity Property Management