

Thank you for giving us notice of your intention to vacate. As a friendly reminder, the Residential Rental Contract requires that the property be left in a clean and repaired condition at the time of your vacancy. We have every intention of returning all of the Security Deposit as long as you have fulfilled the agreement per the signed contractual terms.

Carefully review the below checklist of items we've compiled that tenants often overlook at the time of move-out.

- Cooperate with showings of the property for sale or for rent and keep the home in a presentable condition.**
- Place all unwanted items out for trash pick-up. Make prior arrangements with the Department of Sanitation for the removal of large trash items. After trash pickup, store containers in their original location to avoid HOA fines. Clean the inside of the trash bin.**
- Remove all food, debris, and personal belongings. Don't forget attic or storage room.**
- Clean all appliances interior and exterior.**
- Empty refrigerator ice trays before utility disconnect to avoid ice melting and damaging the kitchen floors.**
- Clean the stove, oven, and replace stove drip pans. Remove soot after self-cleaning-oven turns off.**
- Clean interior and exterior of all cabinets and drawers in kitchens and bathrooms.**
- Clean all shower doors and bathtubs. Remove soap scum and mold.**
- Tighten all bathroom towel bars and toilet paper holders.**
- Replace all burned out light bulbs.**
- Replace all dirty air filters.**
- Remove hand prints and pet marks from glass window and doors.**
- Clean all ceiling fans.**
- Clean all blinds, detangle blind cords, and replace all damaged blinds .**
- Clean wood burning fireplace and remove any wood or soot.**
- Professionally clean the carpets and leave a copy of the paid invoice on the kitchen countertop for the property manager and/or landlord.**
- Clean all floors and baseboards.**
- Sweep garage and remove oil stains. Sweep deck, patio, porch and walk ways.**
- Trim lawn and shrubs. Be sure grounds are free of weeds, leaves, pet waste, etc.**
- Upon vacating, please be sure to fully secure the rental by locking all windows and doors.**
- Check with our agent for instruction on property, pool, mailbox keys, remotes, garage openers, etc.**
- Touch up painting can be the complicated. If paint is touched-up with the wrong color, brand, or aged paint, the cost to repair splotchy walls can be costly. If you are not confident in your ability to provide proper touch-up painting, please hire the work done by a professional who will guarantee their work.**
- Refer to the Property Inspection given to you at the time of occupancy. This document is used as a reference to compare the current condition of the property. Report any known damage in writing to the agent before vacating.**
- Leave a forwarding address on the kitchen counter top for the property manager and/or landlord.**

It is of utmost importance that we all provide a clean, habitable rental to the new tenants on their move-in day. After you have vacated the rental, one of our agents will complete a final inspection. Any remaining personal property, damage, or cleaning will be charged against the security deposit. You will be notified of any charges via a mailed itemized statement. Please be certain to provide us with a forwarding address, so we may mail the security deposit and/or an itemized statement of any deductions after the termination of the tenancy.

Please accept our best wishes during your upcoming move and thanks in advance for all your cooperation.

