



9242 Ellerbe Rd. Ste 300
Shreveport, La 71106

RE/MAX Real Estate Services
PROPERTY MANAGEMENT

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318-862-3560/318-861-5272 (f)

**TENANT
MOVE OUT-PROCEDURES
&
CHECKLIST FOR
DEPOSIT RETURN**

Please use the following checklist as a guide to complete 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 check-out inspection process.

IMPORTANT:

Utilities **MUST** be on up until the day of move-out. Failure to keep the utilities on may result in delays during the inspection period, thus slowing down the return of your deposit. The company is not responsible for turning off your utilities. Reconnection fees may be charged if utilities are shut off prior to move out.

The following information is provided to help you get your security deposit returned without any misunderstandings:

1. If you haven't already, submit a formal written 30-day notice form to your property manager. This form must be received by our office to be considered official. Email, fax, or regular mail is accepted. If you do not have a form, you may request one from our office.
2. Cooperate with the showing of the residence for sale or re-leasing, keeping it in presentable condition.
3. According to the terms of your lease, RE/MAX Real Estate Services has 30-days to return your security deposit. Security deposits will be mailed to the forwarding address left with the office. If a forwarding address is not provided, company may retain the deposit if unable to reach you by phone. You may request to pick up your check directly from our office at the address listed above.
4. Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit. Refer to the Move-Out Checklist for further information. Don't forget to lock all windows and doors. If the property is left unlocked, you could be liable for anything stolen or vandalized. A move out inspection will be completed within 24-48 hours after keys have been returned.
5. Pay all balances owed on your account. You will be required to pay for a full month if leaving in the middle of the month. Any pro-ration will be returned with the security deposit.
6. Do not leave keys at the home. If they are, you could be liable for paying additional rent if the office is unaware of your departure. Possession of the keys should be delivered in person or dropped off in the night slot. The designated place at either of the following locations:

2323 Old Minden Road, Suite 100
Bossier City, La 71112

9242 Ellerbe Road, Suite 300
Shreveport, La 71106

Move-Out Checklist

☐ **PAINTING:** Please remove all nails--- DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, or touch-up paint without approval. If you paint and it doesn't match or if you do a poor job of filling holes, you will be charged for necessary corrections to redo it. Also, remove any foreign substance on walls including smudges from grease, food or other stains. Charges for painting depend on the length of time in the property and whether it exceeds normal wear and tear.

☐ **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 products.

Be sure to have any spot treatments or pet treatments done as needed. If any Odors or Pet Odors re-surfaces after you vacated the property, the tenant will be responsible for charged incurred to remove the odor. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense.

☐ Any changes made to the home by you during occupancy must be restored to its original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, window treatments, etc. Pet Damages such as scratched door casings, trim, and window seals must be repaired properly.

☐ All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned. This includes Vent Hood Lights, Fridge Lights, and flood/motion lights. A/C Filter must be replaced with a new filter. Any dirty or clogged filters will result in a full system cleaning charge.

☐ **CLEANING:** Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, washed inside and outside. Appliances must be wiped and cleaned out completely. All sinks, faucets, tubs must be free of dirt and grime, and any hair removed from drains. Windows seals and blinds must be dusted/wiped down.

☐ **FLOWERBEDS:** All grass must be free of pet feces, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed. All walkways, steps, decks and patios must be swept. All flower/plant beds must be free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move out.

☐ **KEYS/REMOTES:** Turn in all remotes, house keys, gate keys, pool keys, mailbox keys, or any other miscellaneous items you were provided at move in.

I/we have read and understand the Tenant Move-Out Procedures/Checklist:

Tenant

Date