



Expected Standards of Conditions at Move-Out

Tenants are required to ensure that the rental property is thoroughly cleaned, as specified in the lease agreement, before the move-out inspection takes place.

Walls and Ceilings

- Spackling of holes created by the tenant are required.
- Spot painting is not permitted. Different paint patches often do not match and can create an unsightly condition.
- Remove all scuff marks, and decals from walls.

Windows, Doors, Medicine Cabinets, Wall Cabinets, Mirrors

- Be sure that all window coverings/mini-blinds that were provided at move-in are not damaged and are affixed properly to the windows. Replacements will be at Tenant expense.
- All storm windows, doors, and screens must be in place.
- Be sure to remove all items from medicine cabinet, closets, kitchen cabinets and closets.
- Clean the windows, window sills, and surrounding trim.
- Mirrors and windows must be clean.

Floors

- Tile and wood floors must be swept and damp mopped
- Baseboards must be wiped down
- Baseboard vents must be clean

Appliances

- Ensure all the shelves are in place in refrigerator.
- Ensure all broiler pans and oven racks are in place inside range.
- Ranges and refrigerators must be in kitchen, not basement or stored elsewhere.
- Be sure that all items are removed from refrigerator, and it is wiped clean.
- Freezer must be defrosted and wiped clean.
- Be sure that dishwasher is empty and wiped clean.
- Be sure that oven and range top, including drip pans are thoroughly cleaned.
- Vent hood must be cleaned.
- Washer and dryer must be clean, and dryer vent must be free of lint.

Tenant Initials _____

Exterior

- Remove mud, chalk, crayon, oil, grease or other substances off sidewalks, patio slabs, driveways, fences, and walls.
- All trash cans (regular and recyclables) must be empty

Grounds

- Remove all trash, debris, and animal waste.
- Repair yard damage and ensure grass is growing in areas that have been destroyed

Garages/Carports (If Applicable)

- Remove all personal property and thoroughly sweep out area.
- Remove dirt, spilled paint, and grease stains from shelves and floors.

Unauthorized Construction

- Any **unauthorized** construction must be removed. No exceptions.

Miscellaneous

- Home must be free of all offensive odors.
- Residents must turn in their house and garage keys.
- All personal property must be removed. Anything left will be thrown away at Tenant expense.
- All light bulbs must be illuminated. Burned-out light bulbs will be replaced at Tenant expense.
- All smoke detectors/Carbon Monoxide detectors must be in working order. Replacement of batteries or units will be at Tenant expense.
- Furnace filters (if applicable) to be replaced. Replacement of furnace filters after move out will be at Tenant's expense.

As a Reminder: Per Wyoming state law, CPMG has 30 days from your move-out date to process and return your security deposit.

Tenant Initials _____



Tenant Move-Out Checklist

1. As your move-out date approaches, please remember to **stop all utilities** no earlier than your move-out date. Utilities must remain in your name until the terms of the lease are fulfilled or the rental unit has been re-rented, whichever occurs first.

- Gas
- Electric
- Water/Sewer/Trash

2. As your move-out date approaches, please remember to cancel or transfer your **renter's insurance**, but no earlier than your move-out date. Ensuring the insurance remains active until your move-out date is important to fulfill the terms of your lease.

3. As you prepare for your move-out, please remember to ****cancel any automatic rent payments**** you have set up through our online portal at **<https://cheyennepm.appfolio.com/connect>**. This will prevent any additional payments from being withdrawn after your lease ends.

4. Please remember to **schedule your move-out inspection**. Inspections are conducted Monday through Friday, between 9:00 AM and 4:00 PM. All cleaning and repairs must be completed prior to the inspection.

Date: _____

Time: _____

Tenant Initials _____



Notice of Intent to Vacate 30-Day Written Notice to Vacate

Tenant's Name: _____

Tenant's Address Vacating: _____

Tenant's Forwarding Address: _____

Today's Date: _____ Date Vacating: _____

Date Property will be ready for Move-Out Inspection: _____

Notice of Property Showings During 30-Day Notice to Vacate

As outlined in your lease agreement and in accordance with Wyoming law, CPMG is permitted to show the property listed above to prospective tenants during your 30-day notice to vacate. We will make every effort to contact you prior to the showing via your preferred method of communication. Please select one or more options below:

- Phone Number: _____
- Email Address: _____

If we are unable to reach you before the scheduled showing, we will proceed with the showing as planned.

Additionally, please note that utilities must remain in your name until either the terms of the lease are fulfilled or the property is re-rented, whichever occurs first.

Important Information Regarding Your Move-Out Inspection

Please be reminded that if the rental unit is not cleaned to CPMG's standards, as outlined in your lease agreement, you will be responsible for any additional costs incurred to restore the unit to a rentable condition. At the time of your move-out inspection, all cleaning and repairs must be completed.

Tenants are responsible for scheduling their move-out inspections, which are conducted Monday through Friday, between 9:00 AM and 4:00 PM. Failure to provide a forwarding address will result in delayed refund processing and a \$35 fee for issuing a replacement check.

Per Wyoming state law, CPMG has 30 days from your move-out date to process and return your security deposit.

Tenant Signature: _____ Date: _____

Tenant Initials _____