

Checkout Inspection Requirements

Checkout inspections are conducted Monday through Friday, 9:00 AM to 3:30 PM. Please make an appointment with our office. Do not wait until the last minute to schedule!

If you live one day into the month, you are responsible for a full month's rent. All utilities must be on at the time of the checkout. There will be an \$85 re-inspection fee if utilities are not on at the time of checkout. All furniture and personal belongings must be removed from the residence before an inspection can be done. You must turn over all keys at the inspection and may not stay in the residence after the inspection is completed. Executive Group Property Management, Inc. reserves the right to hold your security deposit for up to 60 days after the termination of tenancy if any additional work or cleaning needs to be done. If you are signed up for ACH electronic rent payment service, it is your responsibility to cancel the service.

The following must be completed prior to checkout, but is not limited to the items listed below. If you have any questions regarding your checkout, please contact a leasing agent with our office:

1. Remove all personal items and trash from the house and yard.
2. Clean appliances thoroughly — refrigerator, range, dishwasher, furnace, etc. This includes behind the appliances.
3. Clean the sink, kitchen counters, and cabinets.
4. Replace drip pans and racks; make sure they are the correct type and size.
5. Carpets must be professionally cleaned and a receipt of service must be provided to management at the time of checkout.
6. Clean all windows and window sills, clean miniblinds, and secure all screens.
7. Clean and disinfect all bathrooms thoroughly.
8. Clean all light fixtures, ceilings, and ceiling fans.
9. The yard must be cleaned up and mowed and watered, if needed. The grass must be reseeded and fertilized as necessary.
10. Clean permanent, or replace disposable, air conditioner/heater unit filters.
11. Clean all walls, baseboards, and doors carefully; pay special attention to areas around light switches, hallways, and doorways.
12. Clean all floors; remove all stains and marks.
13. Make arrangements to have all trash and garbage picked up.
14. All garage, security, or ceiling fan remotes must be left on the kitchen counter.
15. Do not patch or paint walls. Do not make any repairs on the property. Contact management regarding any repairs that may be needed.