



BERKSHIRE HATHAWAY | Synergy Realty Group
HomeServices

MOVE-OUT PACKET

WE HOPE THAT YOU ENJOYED YOUR TIME WITH US.

You will find in this packet information regarding our move-out process.
Please feel free to contact us with any questions or concerns you may have.

719-418-6036

info@synergyproperty.net

Thank you and warm regards from our team at:

BHHS-SYNERGY REALTY GROUP
PROPERTY MANAGEMENT DIVISION

To assist you with completing the requirements in the lease, we have attached a **cleaning check list and additional information.**

OVERALL:

- Take all nails and screws out of the walls and ceilings, and putty them smoothly.
- Dust/clean all ceiling fixtures, fans, lights, and curtain rods.
- Dust/clean all ledges.
- Clean all windows, inside and outside, windowsills, and window tracks.
- Clean the doorknobs and the doors to include frames.
- Clean all light switches and outlets.
- Clean the walls and the baseboards.
- Vacuum, mop, sweep, and dust all rooms after they are empty.
- Clean cobwebs.
- Replace any dead or missing light bulbs (Prefer 60 watts, 75 watts maximum).
- Clean fireplace of all ash (if equipped).
- Clean washing machine soap build up.
- Clean dryer lint filter and vacuum dryer vent.

CARPETS:

All carpets must be professionally cleaned. You must use a professional carpet cleaning company with a “truck mounted” system. For a list of approved carpet cleaning companies, please call or email our office. If you use a company that has not been approved or if you try to clean the carpets yourself, you may very likely be charged for us to have the carpets cleaned again.

If there are any pet stains, they must be disinfected. If there are any odors or stains that were not there at move in, after you vacate a professional carpet cleaning company will be consulted. If the carpet or pad has to be replaced or the floor needs to be treated, the costs will be charged to you.

BATHROOM:

- Remove soap scum off bathroom tiles, tub/shower and shower doors. Scrub and bleach the
- grout.
- Clean out the bathroom drawers and vanity, making sure to remove all hair and debris, and remove any liners.
- Clean sink, countertops and cabinets inside and out.
- Clean toilet(s) and the surrounding area. If the toilet seat is stained or broken replace it.

- Clean the mirror(s).
- Sweep/mop floors.
- Vacuum out the surface of the exhaust fan if dusty.

KITCHEN:

- Clean out all the cabinets and liners.
- Wash the front of the cabinets.
- Clean and disinfect all the countertops.
- Clean and shine the sink and faucet.
- Scrub the refrigerator inside and out. Remove all shelves and clean separately, if necessary.
- Scrub the oven inside and out. Remove shelving, drip pans and burners. *Use steel wool, it is very effective.*
- Clean out the dishwasher, if equipped.
- Clean under and around all appliances, using caution.
- Clean exhaust fan, if needed.
- Sweep/mop floors.
- Clean microwave inside and out. Clean grease build-up underneath it, if it's located above the oven.

GARAGE:

- Completely empty all items and sweep.
- Remove grease spots.

OUTSIDE/LAWN:

- Sweep porch/patio/deck. Dispose of any loose trash.
- Lawn watered and green.
- Mow grass and remove clippings.
- Pull weeds.
- Porch and any outside light bulbs need to be working.

FURNACE/SMOKE/CO DETECTORS:

- Replace the furnace filter with a clean one.
- Replace batteries in battery operated smoke alarms.

We all know that moving can be stressful. We hope that this packet will help you know what we expect so that your transition goes as smoothly as possible. It includes all the details of our move-out process and should eliminate any confusion or misinformation.

Here are some reminders:

- Please make sure all HOUSE KEYS, MAIL BOX KEYS, OTHER KEYS, GARAGE REMOTES, and any parking passes associated with property are returned to the office. If they are left at the property, you will be charged a \$100 fee for us to pick-up the keys. You will also be charged rent until keys are returned and possession is received even if it's after the end of a paid month or the lease expiration. We have a black drop box located in front of our office building at 5225 N Academy Blvd, Ste 301. The above items can be dropped into it; just make sure you put them in a baggie identifying the property and/or your name.
- You will need to do a final meter read for the utilities. You are responsible for the utilities until the VERY LAST DAY OF YOUR LEASE. DO NOT have the utilities DISCONNECTED. Upon vacating, you are to have the utilities taken out of your name. No security deposit disposition will be prepared until our office has received verification that all utilities have been paid.
- Carpets must be PROFESSIONALLY CLEANED by a truck mounted system. Please provide us with receipt of this service.
- Provide our office with a FORWARDING ADDRESS.

*During the rare instance that we may need to show the property to prospective tenants before you have vacated the premises completely, here is some information. We will notify you of a showing that has been scheduled in advance through our company. Please do not let interested parties enter that are not accompanied by a Synergy office member. We will not let unattended or unsupervised people into the property. Remove any valuables or move items to a safe place when we are conducting a showing.