



1836 Realty & Property Management, LLC. Moving out checklist

At move in you were provided with a form that permitted you to note any conditions inside your property that were lower than pristine. Our company also completed an inspection at that time to note any outstanding issues that are remaining when you began your lease. These documents will be reviewed upon your departure to determine the condition in which we should find the property.

IMPORTANT NOTE: DO NOT LEAVE THROUGH THE GARAGE DOOR. THE KEYLESS DEADBOLTS MUST BE UNLOCKED OR WE WILL BE UNABLE TO ENTER THE HOME AND YOU WILL BE CHARGED ANY APPROPRIATE FEES TO GAIN ACCESS TO THE INTERIOR OF THE HOME. FEEL FREE TO USE ONE KEY WHEN YOU DEPART AND DISPOSE OF IT LATER.

Any wear outside of normal wear and tear is considered your responsibility and must be remedied before your departure. Any item remaining at the end of your lease term will be documented, repaired and the associated costs will be deducted from the security and/or pet deposit on file. Normal wear and tear does not include neglect, damage resulting from misuse or accidents caused by the tenants.

The return of your deposit is contingent upon the return of your rental property in the same or better condition that it was provided to you on move in day and fulfillment of your financial and contractual obligations.

Following is a list of obligations that must be met at a minimum. Your lease may contain others:

1. The tenant must fulfill all lease obligations including paying rent until the end of the lease term, maintaining the home and not violating the lease terms.
2. The tenant must vacate before or on the last day of the lease

3. The tenant must return all keys, door/mailbox/garage door/pool keys/etc to the management by the last day of the lease agreement. Please leave all of these in one kitchen drawer or on the kitchen counter in one location or deliver these to our office.
4. The tenant must pay in full all rent charges, late fees, returned check fees, or maintenance fees by the last day of the lease.
5. No garbage or personal effects of any kind may remain.
6. A professional make ready cleaning must be performed. A receipt is required to be submitted to your manager to avoid charges for this cleaning. You may use any approved company on our vendor list*. The receipt** must state "make ready cleaning" and can NOT be from an unapproved provider or completed by the tenant.
7. Any items outlined as a tenant responsibility in your lease should be brought back to a like new condition. This included any plants, grass or flower beds that may have been neglected, fencing, air conditioning filters, light bulbs, smoke detector batteries, etc.
8. Carpets must be professionally cleaned and the receipt** must be provided to your manager. This must be provided but one of our approved vendors*. If you have pets, an enzyme treatment is required as well. You may not rent a machine and complete this by hand.
9. The tenant must provide the management with a forwarding address and phone number in writing so that we may contact you and/or mail the balance of the deposit. Use of the promulgated notice of departure form is highly recommended.
10. Tenants must submit copies of utility statements demonstrating a zero balance within 14 days of move out to ensure no charges are applied related to unpaid utility bills**.

*Our preferred vendors are listed online and may be found through your tenant portal.

**All receipts may be faxed or emailed in to your manager. Please note the property address on each receipt.

If repairs are deemed necessary to bring the property back to "move in condition" the work may be performed by our in house maintenance team or through 3rd party vendors. There are standard hourly fees charged for use of our in house maintenance services. They typically range from \$50-\$75/hour. Those rates will be the same rates charged to owners and by other independent handyman clients. Should we need to use 3rd party vendors for repairs such as painting, carpet cleaning, plumbing repairs, make ready cleaning using outside providers, etc. there may be a 10% charge to act as a contractor, oversee and administer these services and the associated billing.

Note: Should the damages exceed the amount of the deposit, legal charges may be filed. Any amount that is sought will also incur legal fees as well as a 30% charge for the administration of the proceedings necessary.

If you have any other questions about something not covered in this checklist please contact your property manager directly.

Following are some commonly missed items:

- A/C filters - These must be new or you may be charged for cleaning the A/C coils.
- Fans & A/C Vents Clean all fan blades, air conditioning vents, and ventilators including those in the kitchen and bathrooms.
- Light Fixtures - must all be working or replaced with the appropriate light bulb. All fixtures must be cleaned and free of dust, bugs, and cobwebs.
- Blinds & Drapes - Vacuum and clean all blinds and draperies.
- Interior walls - Clean all smudges and soiled areas, especially near switches, range and sink.
- Kitchen - Clean refrigerator, stove & oven, cabinets/drawers, pantry shelves and doors inside and out.
- Bathrooms - Clean toilets, basin sink, shower/tub, cabinets & shelves, bathroom floor, and shower.
- Pets - all pet markings, damage, dropping or odors must be cleaned, yard included. Please take your pets and pet accessories with you when you leave.
- Windows & Screens - Clean windows, sills, sliding glass doors and tracks. Properly reinstall screens if they are down.
- Utilities - have these turned off the day after your lease expires, no sooner. If we are unable to document the condition on the last day of your lease you may be charged with the cost to turn these back on.
- Garbage - ALL trash must be removed or hauled off before the lease expires.
- Landscaping - Yards should be returned to original condition, weeds removed, plants and grass replaced if they didn't survive.
- Paint - if you put a small "penny" nail hole in the wall that's ok. If you painted the wall, or put large anchors or screws in it that's not ok. Don't attempt to putty/paint these yourself.
- Appliances - please ensure that all appliances are cleaned out and wiped down
- Garages floors - please ensure any oil from vehicles is cleaned and removed.
- Carpets - These are to be professionally cleaned and the receipt turned into 1836 Property Management to avoid being charged for cleaning. If you had pets present an enzyme treatment must be performed. If there are stains in the carpet it will have to be repaired or replaced. This goes for damage such as broken tiles and cuts or water damage to wood flooring as well.
- Refills - Water softeners, propane tanks and similar items should have been filled when you arrived at your home. These are expected to be full at the time of your departure. Please have this arranged prior to leaving or expect for us to have to reduce your deposit by the amount of the bill to have these refilled. If they were not full upon arrival it should be stated on your move in inventory and condition form that was turned in within 3 days of move in.
- Keys, Garage door openers, pool keys, access cards, etc.. - These should all be left in one kitchen drawer or returned to our office. Each remote or card must be returned. Replacement of any missing or broken items will be deducted from the deposit.

- Please ensure to lock the door from the outside only upon your departure so that we may enter using the key. **DO NOT EXIT THROUGH THE GARAGE DOOR.**

This is a short list of the commonly missed items. If you would like to discuss any specific concerns please contact your property manager. At the end of your lease you **will not be allowed** to return to correct any damages left behind. Many times we have only days to get a home prepared for new tenants so we appreciate your understanding.

Thank you for the opportunity to serve you.
-The 1836 Property Management Team