

## TENANT MOVE-OUT INSTRUCTIONS

These are the instructions for proper move out. We know you will have a lot to keep track of during this transition. We hope this will make it clearer and more organized for you. If you do have any questions, please call us at (877) 603-9696.

On your move out date, you will need to return all keys to RPM Select. We consider you still living at the property until the keys are turned in. **Rent will be charged until Real Property Management receives keys - do NOT leave the keys at the property.**

The better the condition of the property when you leave the faster the deposit can be sent out.

### GENERAL

- \_\_\_\_\_ Forwarding address has been provided for the return of your deposit.
- \_\_\_\_\_ All keys have been returned (includes mail box, garage remotes, security gates, etc.)
- \_\_\_\_\_ Rent has been paid up till your move out date

### CLEANING SPECIFICATIONS

- \_\_\_\_\_ Remove all trash and personal items from home and yard, including pet droppings.
- \_\_\_\_\_ Clean all appliances thoroughly, including microwave, range hood, etc.
- \_\_\_\_\_ Clean sinks, cabinets and drawers.
- \_\_\_\_\_ The carpeting must be *professionally* cleaned and receipt turned in with keys.
- \_\_\_\_\_ Wash non-carpeted floors. Remove stains and marks.
- \_\_\_\_\_ Wash walls carefully; pay special attention to areas around light switches, hallways doors and baseboards.
- \_\_\_\_\_ Clean all windows and secure all screens and remove cobwebs inside and out.
- \_\_\_\_\_ Make needed repairs to screens and screen doors.
- \_\_\_\_\_ Clean and disinfect the bathrooms thoroughly.
- \_\_\_\_\_ Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
- \_\_\_\_\_ Discontinue your phone services at least 24 hours before vacating.
- \_\_\_\_\_ If you are responsible for the lawn care, mow, trim and remove debris from yard.
- \_\_\_\_\_ Make arrangements to have your trash picked up before you discontinue service.
- \_\_\_\_\_ Do not place trash and garbage in the recyclable cans.

## GENERAL CLEANING

Use this as a simple check off to remember everything to do

<p><b>WALLS</b></p> <p>Clean Vents.....</p> <p>Vacuum cobwebs.....</p> <p>Dust above doors .....</p> <p>Scrub Walls.....</p> <p>Baseboards.....</p>	<p><b>FLOORS</b></p> <p>Clean Vents.....</p> <p>Vacuum all carpets.....</p> <p>Sweep non carpeted.....</p> <p>Mop/Scrub Vinyl.....</p> <p>Clean under Refrigerator....</p>
<p><b>DOORS</b></p> <p>Clean all knobs.....</p> <p>Dust.....</p> <p>Clean Inside Door Jamb.....</p>	<p><b>BATHROOM (s)</b></p> <p>Sink / Tub / shower.....</p> <p>Toilet.....</p> <p>Walls / windows.....</p> <p>Floors.....</p>
<p><b>WINDOWS</b></p> <p>Sills .....</p> <p>Blinds .....</p> <p>Windows .....</p> <p>Vacuum Tracking.....</p> <p>Window Tracks.....</p>	<p><b>KITCHEN</b></p> <p>Refrigerator.....</p> <p>Stove Top / Burner Pans,....</p> <p>Under burner Pans &amp; Oven.....</p> <p>Stove hood.....</p> <p>Cabinets in/out.....</p> <p>Counter tops / Sink.....</p>
<p><b>OUTSIDE</b></p> <p>Grass mowed.....</p> <p>Leaves raked &amp; Bagged.....</p> <p>Garden/Beds weeded.....</p> <p>Concrete degreased.....</p> <p>Lights working .....</p> <p>Trash hauled off.....</p> <p>Do not leave bags at the rental</p>	<p><b>MISC</b></p> <p>Clean all Light Fixtures.....</p> <p>Sweep Porch's.....</p> <p>Sweep Garage.....</p> <p>Sliding Glass Door.....</p> <p>Sweep Laundry.....</p> <p>Smoke Detectors &amp; Batteries</p> <p>Light Bulbs Working.....</p>