



MOVE OUT INSTRUCTIONS & PROCEDURES

1. ___ All floors swept and cleaned
2. ___ All walls & ceilings dusted down & all dirt, smudges, & grease washed off
3. ___ Wash down all baseboards, woodwork, and windowsills.
4. ___ Clean all light fixtures.
5. ___ Thoroughly clean all bathroom fixtures (toilets, bathtubs, showers, sinks, & cabinets).
6. ___ Clean kitchen including sink, fixtures and appliances.
7. ___ **Keep all utilities on** until the day after your move-out inspection is complete.
8. ___ Clean behind & between stove and refrigerator area.
9. ___ Clean storage area and basement (if applicable).
10. ___ Sweep and wash hallway floors and dust hallway walls.
11. ___ Vacuum & clean carpets.
12. ___ Clean closets & shelves and wipe rods down.
13. ___ Clean all windows, storm windows, screens and return them to their proper place.
14. ___ Remove all items from attic, crawlspace, basement, yard, shed, etc.
15. ___ Lawn, driveway, garage etc to be free of all trash, rubbish, and loose personal property
16. ___ Lawn trimmed and cut properly, including removal of leaves (single-family only)
17. ___ All trash and garbage to be removed from property. Do Not Pile up garbage at the curb.
18. ___ Do Not remove picture hooks or curtain rods and brackets.
19. ___ All keys are to be returned as instructed by the office.
20. ___ LIGHT BULBS - **ALL** light fixtures are to have working light bulbs in ALL bulb sockets.
21. ___ Smoke alarm(s) will be in working order with good battery.
22. ___ **Please phone 3 to 5 days in advance to schedule your move-out inspection.**

Any repainting, repairs, cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-Out Inspection has been completed, provided that you have completed the terms of your lease agreement, do not have any unpaid outstanding charges of any kind, and there is no damage to the property.

We only expect you to return your home in the same condition as when you moved in. If you have any questions, please call 740.992.0059.

Thank you,
RPG Management