

# Recommended Move-Out Checklist



1. \_\_\_\_\_ Provide a signed Confirmation of Vacating form to your property manager and fill in the forwarding address where we can send your deposit. **This form is required before we can consider you to have moved out.**
2. \_\_\_\_\_ ONE deposit refund check is issued to all tenants on the lease. If only one tenant should be refunded the entire deposit an agreement must be signed by all tenants. If a check has already been issued and a request for new check is made, there will be a \$35 check reissue fee deducted and the original check must be returned.
3. \_\_\_\_\_ Property must be **Move-In Ready Clean**, swept, mopped, and vacuumed. You may provide a receipt that cleaning services were performed by a professional to have the best chance of avoiding a general cleaning charge from being deducted from your security deposit.
4. \_\_\_\_\_ All kitchen(s) and bathroom(s) must be completely clean
5. \_\_\_\_\_ All walls must be clean and painted the same color as before tenancy began (unless Tenant has been given prior written permission from Landlord). **DO NOT fill in minor nail holes unless you plan to repaint the entire wall!** In most cases those white patches left on otherwise clean walls will cause them to require full repainting, so small holes are best left as they are unless you are fully repainting a wall.
6. \_\_\_\_\_ Vacuum and clean any/all carpet(s). You may provide a receipt that professional carpet cleaning services were performed by a professional to have the best chance of avoiding a carpet cleaning charge from being deducted from your deposit. Note that renting a **DIY carpet cleaning machine is NOT considered professional cleaning.**
7. \_\_\_\_\_ Clean all windows
8. \_\_\_\_\_ Remove **all** of your personal possessions and belongings.
9. \_\_\_\_\_ No trash shall be left behind; Do NOT leave garbage at the curb
10. \_\_\_\_\_ If applicable, all exterior areas shall be cleaned of debris and left clean
11. \_\_\_\_\_ If applicable, exterior lawn and landscaping shall be presentable and freshly cut
12. \_\_\_\_\_ Leave all appliances, window treatments, light fixtures etc.
13. \_\_\_\_\_ Your last key should be returned to our office and remaining keys and access devices left in the home.
14. \_\_\_\_\_ All light fixtures are to work properly with working and matching light bulbs
15. \_\_\_\_\_ All plumbing is to be free of any leaks or blockages
16. \_\_\_\_\_ All heating and cooling is to be working properly
17. \_\_\_\_\_ Air Conditioner filter should be freshly changed
18. \_\_\_\_\_ All smoke alarm(s) and carbon monoxide alarm(s) shall be working properly with batteries installed
19. \_\_\_\_\_ **YOU ARE REQUIRED to leave ALL utilities on until the day after your lease expires.** We turn on utilities the day after your lease expires. If you turn off utilities earlier, there may be a gap in service when we go to the home to perform a move-out assessment. If this happens we have to charge a \$75 trip fee to reschedule the inspector.
20. \_\_\_\_\_ Forward your mail at the post office.
21. \_\_\_\_\_ TURN OFF rent auto-payments you have set up to ensure you do not pay rent after you have moved out.
22. \_\_\_\_\_ **Drop off your front door key at our office no later than 3pm the last day of your lease. If your move-out date falls on a weekend or holiday, deliver your key to our office by 10am the next business day. DO NOT MAIL KEYS.** Extra keys, garage remotes, community keys, etc. can be left on the kitchen counter of the home.

All of the aforementioned items need to be done PRIOR to your move-out inspection so that you can RECEIVE THE MAXIMUM AMOUNT OF THE SECURITY DEPOSIT BACK. Any and all repairs, repainting, trash removal, cleaning, and/or any other expenses that are attributed to restoring your home to its condition prior to your tenancy (normal wear and tear accepted) will be deducted from your Security Deposit.

If additional money is needed to restore said home, Landlord will send Tenant a bill and/or file legal suit for said money. Your Security Deposit will be mailed within 30 days of your lease expiration date to the address you provide Landlord (if no new address is given, any remaining Security Deposit money will be mailed to current mailing address and the Post Office will be responsible for forwarding any/all mail to your new address).

Thank you for being our resident and good luck with your move!

- The BlueHome Team