



## **MOVE-OUT INSPECTION POLICY**

Move-out inspections of homes are made between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday. All of your furniture and personal items must be removed from the dwelling and yard before an inspection can be conducted. You may not stay in the dwelling unit after the inspection is completed.

**Please be aware that as a matter of policy, we do not conduct move-out inspection with Residents and are not required to have you present.**

PLEASE:

1. Remove all personal items and trash from the house and yard.
2. Clean all appliances thoroughly.
3. Clean and disinfect the sink and kitchen cabinets.
4. Have the carpets professionally steam cleaned and deodorized and submit a paid receipt at the time of inspection. To protect yourself, please call our office for an approved carpet cleaning company before having the carpets cleaned. The carpets should be the last item cleaned in the home before the inspection is made and receipt turned in with your keys.
5. Strip tile floors of all built up wax. Remove stains and marks. Finish floors appropriately with wax.
6. Wash walls carefully, paying special attention to areas around light switches, hallways and doorways.
7. Clean all windows and secure screens.
8. Make needed repairs to screens and screen doors.
9. Clean and disinfect the bathroom(s) thoroughly.
10. Mow, trim, edge, rake and water the yard. Ensure all flower beds are free of weeds and all bushes trimmed.
11. Repair or have repaired any damage you or your pets have caused.
12. Discontinue telephone, electric and water services after we have made our inspection
13. Make arrangements to have all trash hauled away prior to our inspection.
14. Have the pool clean and chemically balanced if you have one.
15. Have the premises fumigated for fleas by a licensed exterminator if you have had a pet. Provide the receipt upon surrender of keys.
16. If the walls have handprints or are dirty and scuffed, please paint the entire wall with a matching color. No touch ups. Fill all nail holes prior to painting.

**Security deposits will be refunded in 15 days of lease termination/move-out unless there is to be a deduction, in which case a claim letter will be mailed to your forwarding address, if provided, within 30 days.**