



CHATTAHOOCHEE DWELLINGS
PROPERTY MANAGEMENT

Tenant Move-Out Procedures & Move-Out Checklist

Tenants Name: _____ Phone Number: _____

Address: _____
Street City/State Zip Code

Move Out Date: _____ Email: _____

Forwarding Address: _____
Street City/State Zip Code

Please use the following checklist as a guide to completing your move out, and to help you avoid any additional charges that can be charged to your account. Completing this checklist will speed up the return of your deposit. This list, in conjunction with your original move-in inspection sheet, and any maintenance completed during your occupancy, will be used for your move-out inspection.

IMPORTANT:

Utilities **MUST** be on at the time of your move out inspection and/or transferred into Chattahoochee Dwellings name to complete the inspection.

The following information is provided to help you get your security deposit returned without any additional charges:

1. Submit your 60-day Notice to vacate and schedule your Final Move-Out Inspection. **[PLEASE NOTE: Not giving proper notice will result in additional charges]**
2. If you are moving out before your lease is up, you WILL BE charged an Early Termination Fee of the next months rent!
3. According to the terms of your Lease, Chattahoochee Dwellings Property Management has 30-days to return your security deposit. Security deposits will be mailed to the forwarding address left with the office within 30- days after the move-out inspection.
4. Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit. Refer to the Move-Out Cleaning Checklist for further information.

Take the burden off yourself when it's time to move-out and allow Chattahoochee Dwellings to use our in-house Property Services Company. Coordinate the following items with us:

- Full Home & Carpet Cleaning
- Painting
- Minor Repairs
- Lawn Service & Hedge Trimming
- Debris Removal & Hauling

Move-Out Checklist

If you are hiring a professional cleaner, give them this list to ensure they do not miss items. Some of the following items pertain mainly to single-family homes and Duplex's. If you are not responsible for maintaining the following items, then simply skip them. If you have any questions, please contact us via text/call/email.

All of the following items are the tenant's responsibilities except if instructed otherwise:

- ❑ **PAINTING:** Please remove all nails--- If you patch a hole, you must sand and paint over the hole! If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear. **If you painted a wall a NON-APPROVED COLOR, you will need to paint it back to the original color or you will be charged.**
- ❑ **CARPET CLEANING:** Tenants are required to have the carpets **PROFESSIONALLY CLEANED** at the time of Move-Out. This must be completed after you have completely removed all your belongings and before your final move out inspection.

Be sure to have any spot treatments or pet treatments done as needed. If any **Odors or Pet Odors re-surfaces** after you have vacated the property, the tenant will be responsible for charges incurred to remove the odor. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense. If flea and/or ticks are found present at inspection, a charge of \$20.00 will be billed for treatment.

- ❑ All trash, food, furniture, and personal items must be removed from the home before we will officially clear your home. Any items left in the home will result in additional charges.
- ❑ Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc.
- ❑ All non-carpeted flooring should be free of stains, scratches, dust, and debris; and must be mopped.
- ❑ All interior windows and sills must be clean. This includes the area between the windows and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired in accordance with your lease.
- ❑ All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. If you removed any, you must put them back in place unless otherwise agreed to in writing.
- ❑ All walls, ceilings, and closet interiors must be free of smudges, grease, drawings, and food stains.
- ❑ All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains. Especially along the bottoms of the walls.
- ❑ All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned

- All smoke detectors must be in working order and will be tested. **(If it is beeping, you need to replace the battery. It takes a 9-volt square battery).**
- All exhaust fans/vent covers should be in working order and free of dust and grease.
- Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, washed inside and outside.
- Refrigerators/Freezers must be washed/cleaned inside and outside. If on wheels, they must also be pulled out, and all dust and dirt is removed from the back, sides, floor, and walls surrounding the refrigerators/Freezers. **(DO NOT TURN OFF after cleaning. Windex and a sponge works well on removing stubborn particles in the plastic shelves).**
- Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. **(Do not use steel wool on appliances; plastic scrub pads work the best. Most stovetops can handle oven cleaner. Test a spot, but do not use oven cleaner on control panels. In addition, do not use oven cleaner in self-cleaning ovens. Use the appropriate stovetop cleaner for Smooth Top Stoves).**
- Dishwashers and Trash Compactors must be cleaned inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals must be washed out and wiped clean.
- Kitchen walls and floors must be washed, and free of food stains, dust, dirt, and grease. Any floors that require oil soap or wax must be done accordingly.
- All bathroom floors and walls must be cleaned. This includes the grout and caulking.
- All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues.
- All medicine chests, vanities, and drawers must be cleaned inside and outside.
- Unfinished basements, laundry rooms, and utility rooms must be free of dust, dirt, cobwebs, and debris. Especially in-between ceiling beams of unfinished ceilings. Everyone seems to forget this!!
- Air Filters must be changed or if washable, then cleaned. Air Vent Covers must be free of dust.
- The fireplace must be cleaned and vacuumed out.
- Washing machine must be wiped down and free of soap residues.
- Dryer must be wiped down and free of lint. **If we discover the lint trap filled, you will be charged for professional cleaning of the trap and hose.**
- Satellite dishes must be removed prior to your move out inspection.

- If you are leaving cut firewood, please make sure it is not stacked against the house. **(Any firewood must be a minimum of 5 feet away from any dwelling structure).**
- All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. **(Call your trash company ahead of time, to let them know you will have a lot of trash. In addition, they can advise you on chemicals).**
- All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move out. **(Please be aware, leaves and yard debris are not considered mulch, unless finely ground).**
- All grass must be free from pet waste, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.
- All walkways, steps, decks, and patios must be swept and free of weeds.
- If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up.
- If you have a garage, please make sure it is swept clean, and if there were tools when you moved in, please make sure they are in their place.
- If you have a tool/garden shed, please sweep it out. Clean up any chemical spills, and make sure all tools are in their proper place. Old chemicals and paints should be discarded properly. (Call your trash company for details).
- Repair any Pet damage to Doors, Door casings, trim, baseboards, yard, etc.
- Turn in all remotes, i.e. garage, ceiling fans, alarm at Final Inspection **(If you were issued remotes at move in and do not have them to turn in for Move Out, you will be charged accordingly).**
- Turn in all keys to the home. **(If no keys are turned in you will be charged a rekeying fee of \$200.00)**

I/we _____ have read and understand the Tenant Move-Out Procedures/Checklist:
Print

 Tenant Signature

 Date



Move-out Cleaning Checklist

The following is an estimated list of cleaning items to be completed when moving out of your home. We do offer a pre-inspection to provide additional information specific to the needs of your home. For additional information, please contact us.

KITCHEN

Done	Task
	Clean cabinets, drawers and doors inside and out
	Clean microwave inside and out
	Range, hood, filter and fan
	Clean oven inside, outside, and underneath
	Clean refrigerator inside, outside, and underneath
	Scrub sink, faucet, and countertops
	Vacuum and mop floor
	Clean windows and window sill
	Dust and remove cobwebs
	Clean and dust lighting and other fixtures
	Wipe down baseboards

BATHROOMS

Done	Task
	Clean shower, tub, and faucet
	Clean sink, countertops, and faucet
	Clean the toilet inside and outside
	Wipe down and clean cabinets and drawers inside and out
	Clean fixtures and towel bar
	Mop floor
	Clean mirror and any windows and window sill
	Wipe down baseboards

LIVING AREAS

Done	Task
	Vacuum carpets and stairs
	Clean all windows and window sills
	Wipe down baseboards
	Mop entryways and other hard surface floors
	Dust and remove cobwebs
	Wipe down walls
	Clean fireplace
	Door knobs throughout the house
	Electrical outlets throughout the house
	Clean and dust blinds
	Wipe down lighting and fixtures
	Wipe down inside and outside of doors
	Clean laundry area - top front, sides, inside and under machines (if staying in home)

OUTSIDE AREAS

Done	Task
	Clean and sweep front porch, clean outside of door
	Clean and sweep patio, clean outside of door
	Clean out any storage areas
	Any outside lights by the front door, back door, patios, etc.

Good Luck with your move, and in your future home!