



## TENANT MOVE-OUT CHECKLIST

The following is a guideline of what should be done by vacating Tenants

### Step 1

- Complete "Official Notice of Intent to Vacate" form and return to the management office.
- Complete "Change of Address" form and return to US Post Office.
- Call all utility companies and notify them that you are moving. They will give you your balance to pay through your move-out date.

### Step 2

- Clean the rental utilizing the "Tenant Cleaning Checklist" provided to you.
- Take your own pictures to document your move-out if you choose. Ask for a copy of your move in inspection.

### Step 3

- Turn in receipt to the management office for carpet cleaning performed by a professional, non-chem dry company.
- Turn in all keys (door and mail) and garage door openers (if applicable) to the management office. The day we receive your keys is the day we enter as your move-out date. You will be charged \$25 per day for every day you have your keys past the move-out date stated on your "Official Notice of Intent to Vacate" form.