

## ***Russell Property Management***

*106 Regency Blvd.*

*Greenville, NC 27834*

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*Phone (252) 329-7368*

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### **MOVE OUT INSTRUCTIONS AND INFORMATION**

The tenant's responsibilities upon termination of the lease are in the signed Residential Rental Contract and are outlined here:

- Pay all utility bills for services to the premises and have service discontinued.
- Vacate the premises removing all personal property.
- Clean the premises entirely and leave it in the condition it was at time of move in.
- Close and lock all windows and doors.
- Return the keys to Russell Property Management's office.
- Pay all charges due by tenant including rent owed. Contact the office to determine any prorated rent amount due.
- Tenant will be responsible for rent charges for the unit including the day the tenant turns in All keys.
- Notify Russell Property Management of the forwarding address to which the security deposit disposition will be sent within 30 days of vacating the premises.

#### **Key Return Policy:**

Please remember that all keys, including the mailbox key, need to be turned in to the office immediately upon vacating. If the office is closed, please put the keys in an envelope with the apartment address and your forwarding address, and put the envelope in the drop box by the front door. **RENT WILL BE CHARGED UNTIL ALL KEYS ARE TURNED IN.**

#### **Cleaning Checklist:**

##### **Kitchen**

1. Clean refrigerator, shelves, all refrigerator drawers and under foot guard (make sure you pull out the drawers and clean behind them, and wipe the seals of the door).
2. Pull refrigerator out and clean behind it.
3. Clean cupboards, counters, sink, tile and faucet fixtures (all drawers and cabinets must be wiped out).
4. Clean stove/oven under burners, controls, REPLACE burner rings and drip pans (life up burner rack and clean underneath).
5. Clean range hood (fan above stove).
6. Clean oven (there should be no grease on the inside of the oven).
7. Clean washer/dryer closet and heating unit closet.
8. Clean dishwasher inside and out (make sure you clean the door on the inside rim).

##### **Living Room and Dining Room**

1. Clean all baseboards and woodwork.
2. Clean finger marks off switches/walls.
3. Clean window sills, wash windows, and dust screens.
4. Clean blades on fans.

##### **Bedrooms**

1. Follow same instruction given for living room.
2. Vacuum closets and remove all clothing hangers.

##### **Bathrooms**

1. Clean tub, toilet, toilet tank, vanity bowl and cupboard.

2. Clean chrome fixtures throughout.
3. Wipe out and clean medicine cabinet.
4. Clean tile and shower head.

### **Patio/Balcony/Porch**

1. Sweep and clean.
2. Carry off all trash.

### **General**

1. Vacuum and sweep all floors.
2. Have all carpeting professionally cleaned and submit a paid receipt to Russell Property Management for verification. Russell Property Management will clean the carpet for \$55.00 - \$110.00 (depends on home size).
3. Clean all light fixtures.
4. Replace all burned out bulbs.
5. Replace HVAC filter.
6. Clean all flooring throughout the apartment.

If your rental unit has excessive damage to floors, walls, ceilings, or other parts of the home and are considered to be beyond normal wear and tear, your rental account will be charged for the necessary repairs to the home. These charges include labor and material.

A portion of your security deposit will be held if all above items are not completed upon vacating the rental property.

I have read the above move-out checklist and understand that I may be charged for non-compliance.

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Tenant Signature and Date

**NOTE: PLEASE BRING A SIGNED COPY OF THIS FORM TO US WHEN YOU RETURN YOUR KEYS.**