



## Move Out Instructions

*We understand that your last few weeks of residence will be exceptionally busy ones; however, we do request that you tend to a number of small but important details.*

- We must know the exact date the home will be completely vacant so we may represent the property as being available for new residents on that date.
- If vacating in the winter, set the thermostat to no lower than 60 degrees to prevent freezing of pipes.
- We must be informed of a valid forwarding address.
- All utilities must remain on for **2 business days** after your move-out date so the property evaluation can be performed.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund **100%** of your security deposit and by following the checklist below you will help us achieve that goal. IF you need assistance with any of these items, we have a list of professional vendors that we can refer to you for their services.

### Kitchen

- All **exhaust fans and vent covers** should be in working order and clean of dust and grease. *Filters* can be washed in the dishwasher.
- **Cabinets, shelves, drawers and countertops** must be washed inside and out with all shelf liners removed.
- **Refrigerators** must be cleaned inside and outside. They must also be pulled out from opening to remove all dust/dirt/debris from the back, sides, flooring and walls surrounding the appliance. Leave refrigerators running; do not disconnect or turn them off.
- **Stoves, ovens, cooktops and microwaves** must be cleaned inside and outside including areas around and underneath them too. **Do not use steel wool on appliances** - plastic scrub pads work best. Be sure to operate the *self-cleaning* cycle if applicable.
- **Dishwashers and trash compactors** must be cleaned inside and outside, especially the inside lip of appliance doors.
- All **sinks, faucets and garbage disposals** must be washed out and wiped clean.
- All **walls and floors** must be washed and free of stains, dust, dirt and grease.

### Bathrooms

- Bathroom **floors and walls** must be cleaned with particular attention focused on grout and caulking surfaces and edges.
- All **tubs, showers, sinks and commodes** must be cleaned, disinfected and free of soap scum and cleaner residue.
- All **medicine cabinets, vanities and drawers** must be cleaned inside and out with all shelf liners removed.
- All **mirrors** should be wiped clean.

Resident Signature: \_\_\_\_\_ Date \_\_\_\_\_ (move-in) Resident Initial: \_\_\_\_\_ Date \_\_\_\_\_ (move-out)

Property Manager Signature: \_\_\_\_\_ Date \_\_\_\_\_ (move-in) Property Manager Initial: \_\_\_\_\_ Date \_\_\_\_\_ (move-out)



## All Rooms

- If you've made any alterations to the home, including painting, you must restore the altered areas to its original condition unless otherwise agreed to in writing.
- All non-carpeted floors should be free of stains, dust and debris and should be mopped.
- All windows, screens and window-sills must be washed.
- All window treatments such as: curtain, rods, shades and blinds that were provided, must be cleaned and left in good working condition.
- Sliding glass doors must be wiped and the door tracks cleaned.
- All walls, ceilings and closet interiors must be free of smudges, grease and food stains. A light cleaner such as "Soft Scrub" will remove black marks from walls.
- All woodwork, moldings, doors, baseboards and trim must be free of dust/dirt/debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order and light fixtures cleaned inside and out.
- All smoke and carbon monoxide alarms must be in working condition with new batteries.
- Laundry & Utility Rooms must be free of dust/dirt/debris.
- If washing machine and dryer are present, they must be cleaned inside and out. They must also be pulled out from opening to remove all dust/dirt/debris from the back, sides, flooring and walls surrounding the appliances.
- A/C and furnace filters must be changed.
- All fireplaces must be broom-swept and free of ashes/wood/debris.
- Chimneys should be professionally cleaned with invoice of work provided to management.

**All carpet surfaces(including steps) will need to be professionally cleaned by a Forefront Property Management preferred carpet cleaning vendor prior to move out.**

## Grounds

- All trash, yard debris and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have bulk items removed prior to that date. A minimal amount of trash may be left at the curb or pickup point.
- All flower beds and shrub beds must be clean and free of weeds, leaves and debris. Be advised: we do not consider leaves and debris as mulch. Install new mulch as needed to restore to original state.
- All shrubs must be neatly trimmed.
- All grass must be cut, edged and free of debris.
- All walkways, patios and porches must be swept and free of weeds.
- All oil stains must be removed from garage flooring and driveways.
- Garage flooring must be swept clean of dirt/debris.
- Any pet(animal) feces must be removed from property including but not limited to yard areas.
- All holes in lawn must be filled with soil.

Resident Signature: \_\_\_\_\_ Date \_\_\_\_\_ (move-in) Resident Initial: \_\_\_\_\_ Date \_\_\_\_\_ (move-out)

Property Manager Signature: \_\_\_\_\_ Date \_\_\_\_\_ (move-in) Property Manager Initial: \_\_\_\_\_ Date \_\_\_\_\_ (move-out)



## Keys

- On the day of your move-out, please return all keys/garage door remotes/access cards/etc. to our office. When you are 100% done at the property, please lock the front door behind you and call our office to notify the Forefront team that you are on your way to surrender the property. You will not be allowed to access the property after this time for any reason.

## Security Deposit

- The Forefront Property Management company has 30 Days to send you an itemization of your security deposit upon two events occurring: (1) You surrender the property by turning in keys(See above Keys section) and (2) You provide a valid forwarding address. Please do not call or email to ask about any deductions there may be. Itemizations are typically completed between the 20th-25th of each month following the month in which you vacated.

## Note:

- All cleaning/yard work/etc. must be finished on or before the lease expiration date(your move-out date). Should you not fulfill all of these obligations, they will be completed for you by Forefront Property Management company at your expenses. Forefront Property Management will assess a \$100.00 coordination fee to schedule repairs/unfinished work.
- In addition, a move-out property assessment will be done at the property upon your surrendering. If the property is found to not be rent-ready and needs any make-ready work to be scheduled, the cost of the property assessment report will be charged to your deposit. The estimated charge of the property assessment report is \$75.00. This property assessment report is not scheduled with you upon surrendering. The property assessment report performed by the property manager or designated representative.

## Estimated Costs

Prior to your move-in, your rental property will be cleaned and any carpets will be professionally cleaned. Upon your move-out, the property is expected to be in the same clean condition.

Upon move-out, the following items will be inspected and considered with respect to possible deductions from your security deposit. Final deductions will be based on the actual cleaning or repair costs incurred by the Forefront Property Management company from the respective contractors assigned to complete repairs/unfinished work. **Forefront Property Management will add a \$100.00 coordination fee to schedule repairs/unfinished work.**

Resident Signature: \_\_\_\_\_ Date \_\_\_\_\_ (move-in) Resident Initial: \_\_\_\_\_ Date \_\_\_\_\_ (move-out)

Property Manager Signature: \_\_\_\_\_ Date \_\_\_\_\_ (move-in) Property Manager Initial: \_\_\_\_\_ Date \_\_\_\_\_ (move-out)