

## MOVE-OUT CHECKLIST

***Dear Tenant,***

*Thank you for giving us advanced notice that you are moving. Your lease requires you to leave the property in a clean undamaged condition. We will inspect your residence and return your security deposit to you within 60 days if everything is in good standing. When you are doing your move-out cleaning please pay particular attention to the following:*

- **Remove all papers and packing materials from the residence.**
- **Remove all picture hooks and nails from the walls.**
- **Clean stove, dishwasher, kitchen cabinets and washer & dryer inside out, and underneath.**
  - **Replace any drip pans on stove.**
- **Defrost refrigerator and clean it inside out and underneath. Leave it turned on number 1 position.**
- **Clean and sweep out closets; remove all hangers and debris.**
- **Clean bathroom(s) thoroughly: toilet, tub, sink, medicine cabinet, vanity, wall and floor tile.**
- **Make sure all light bulbs work. Clean light fixtures, light covers, ceiling fans, and vents.**
- **Wash all floor surfaces with appropriate cleaner for type of flooring.**
  - **Clean all baseboards**
- **Have carpets professionally cleaned.**
- **Clean all windows and blinds; leave them closed and locked.**
- **Empty and clean storage containers if they belong to the property. Also sweep out garages**
- **Repair any damage to property, beyond normal wear and tear.**
- **Deliver all residence keys, \*mailbox keys, and garage door openers, and your forwarding address to our office located at 27 Polo Greene Dr. Martinsburg, WV. 25401 \*\*\*Tenants will be charged \$25 dollars for mailbox keys not returned.**

***Upon completion of the move out checklist please call and schedule a move out walk through with Maintenance Supervisor.***

*If you have any further questions, please contact us. 304-267-1556*

***Thank you, Leasing and Maintenance***