

## Tenant Move-Out Procedures

Dear Resident;

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit. This list, in conjunction with your original check-in inspection sheet, and any maintenance completed during your occupancy, will be used for your checkout inspection.

You can schedule to meet with our representative for a move out inspection, the unit must be vacant, all furniture and belongings removed before inspection. Our representative has no authority to bind or limit us regarding deductions for repairs, damages, or charges. Any statements or estimates by us or our representative are subject to our correction, modification, or disapproval before final refunding or accounting.

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) paint colors, temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments or area rugs, they must be put back in place for inspection.

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 townhomes. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please call. All of the following items are lessee responsibilities except those noted on your move in form.

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).

We will mail you your security deposit refund (less lawful deductions) to the address provided on your notice to vacate no later than 14 business days after termination of your tenancy and all keys, remotes, gate cards are in our possession.

Good luck with your move and your future home.

Vista Point Properties

***The Following checklist Information is provided to help you get your security deposit returned without any misunderstandings:***

**\*ALL UTILITES MUST REMAIN ON UNTIL THE END OF YOUR LEASE TERM REGARDLESS IF YOU MOVE OUT EARLY.**

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 vacated the property. A Receipt from a Professional carpet cleaning company must be provided to us when you turn in your keys. DO NOT rent machines from a store or use home cleaning machines. Only professional cleaning is accepted.

\*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.

PAINTING: Please remove all nails--- PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, and touchup paint. 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. (Paint found left in the home is only for possible color matching, not to be used for painting home)

All non-carpeted floors should be washed, free of stains, scratches dust and debris.

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, and food stains.

All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains, especially along the baseboards 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 ceiling fans, 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.
- Stoves, ovens, cook tops, and microwaves must be cleaned inside and outside. (Do not use steel wool on appliances, a soft cloth and orange pledge work well on stainless steel. 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, if the caulk around the tub or shower is showing any signs of mold, and cannot be cleaned, you must have it re-caulked. (Windex will enhance the appearance of tile after being washed, and will remove soap residues).
- All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues. (Windex will remove any residues. Stubborn stains and bath mat residues can be cleaned using spray oven cleaner. Leave sit for a few hours and rinse).
- All medicine chests, vanities, and drawers must be cleaned inside and outside.
- Laundry rooms and utility rooms must be free of dust, dirt, cobwebs, and debris

- Air Filters must be changed or if washable, then cleaned. If you do not do this, you will be charged to service the HVAC unit. Air Vent Covers must be free of dust.
- Wood burning 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 a professional cleaning of the trap and hose.
- 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.
- Front and back yards including flower/plant beds must be cleaned and free of weeds, leaves, and yard debris. All grass must be free from pet dung, 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. (Power washing or use Borax soap & water to clean it).
- 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, and yard.