

## MOVE CHECKLIST

Before moving:	
	Contact moving company to set move date and get estimate for costs
	Notify US Post Office of forwarding address
	Notify current & future schools – register/transfer if necessary and bring copy of lease and/or utility bill for proof of residency
	Notify magazine companies
	Notify newspapers
	Send “Just Moved” announcements to friends and relatives
	Notify banks, credit unions, mortgage companies, savings & loans
	Notify doctors, dentists
	Notify current & future electric company of utility transfer on 1 <sup>st</sup> day of new residency
	Notify current & future gas company of utility transfer on 1 <sup>st</sup> day of new residency
	Notify current & future water utility company of utility transfer on 1 <sup>st</sup> day of new residency
	Notify current & future cable / internet company of utility transfer on 1 <sup>st</sup> day of new residency
	Notify current HOA – complete and turn in registration documents or return amenity fobs if applicable
	Obtain a full year paid renter’s insurance policy and provide a copy of the policy and paid receipt to Property Manager/Landlord on or before the 1 <sup>st</sup> day of the lease agreement.
	Provide proof of utility transfer, proof of current pet vet records and proof of paid renter’s insurance policy to new Property Manager/Landlord

Once you have moved:	
	Complete and return Inventory & Condition Form to Property Manager/Landlord within 7 days of lease commencement date. Email list of needed repairs to Property Manager/Landlord if applicable.
	Notify / Register with new HOA and send copy of registration proof to Property Manager/Landlord
	Pick up new mailbox key from US Post Office (if applicable). You will need to provide a copy of your lease to the US Post Office to obtain a key or to have the mailbox rekeyed.
	Make sure to follow all move-out instructions regarding the past lease agreement cleaning and maintenance guidelines to avoid unnecessary deductions to the security deposit.

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### MOVE-OUT CLEANING & MAINTENANCE GUIDELINES

After Tenant moves out, carpets will be professionally cleaned by Landlord/Property Manager's approved vendor at Tenant's expense. Tenants with pets will have an added expense for flea treatment to carpet. Tenants cannot choose the vendor. Carpet cleaning will be charged against the Tenant's security deposit. An \$85.00 administrative fee will be deducted from the Tenant's security deposit and paid to the Property Manager/Landlord if deductions other than carpet cleaning/treatments are listed on the security deposit itemization that is delivered to the tenant within 30 days of lease ending. Utilities must remain on in the Tenant's name until the end of the lease agreement term (regardless if tenant moves out early) or the utilities will be turned back on at Tenant's expense. Tenants agree that the following items will be cleaned upon vacating the property or deductions from the security deposit will be made for such cleaning:

1. In general, remove all personal belongings, trash, oils, grease, hair, dirt, sediment, dust and any buildup of foreign matter from all surfaces of premises, appliances and fixtures.
2. Clean floors (inside unit, garage, driveways and patios/decks), windows (in and out), sills, walls, HVAC grills, shelving, cabinets, sinks, commodes, bathtubs, showers, shower doors, tracks and ledges.
3. Clean refrigerator, microwave, vent hood, oven, stove, burner drip pans (replace if beyond cleaning), broiler pan, stove vent filter and fan, backsplash.
4. Clean light fixtures, mirrors, doors, fireplace, entries, patios, garage and/or carport, storage areas.
5. Replace all air conditioning filter(s) or clean filter if it is a permanent filter.
6. Replace all burned out bulbs or batteries to smoke detectors that are beeping or not functioning.
7. Make sure water softener salt is full and fill with salt if it is low or empty.
8. Provide new water filter to refrigerator as was done when you originally occupied the property.
9. Mow front and back lawns, thin branches to allow ample sunlight for grass, trim trees/bushes a minimum of 6 inches from sides of house and 3 feet above roofline and remove weeds from planting beds (if Tenant responsible for lawn care per the lease).