

Tenant Move-Out Check List

Dear Resident,

We appreciate the opportunity to have you as a tenant, and we hope that your experience has been enjoyable. Please follow this check list to help expedite the move out process, and ensure you are aware of your duties.

In order to get your full deposit back, all of the items below need to be completed, all utilities/rent must be up to date, and no damage should be done to any part of the property. Please initial beside each task to confirm that it has been done.

Utility Reminder: According to your lease, paragraph 12, "Utilities shall remain accessible until five (5) working days after the Tenant has vacated the property, turned in the keys, and has fulfilled all obligations of the Lease Agreement." This includes water, electric, and gas so we can assess the cleanliness and functionality of the rental and all appliances.

KITCHEN

- _____ Fridge/Freezer: Cleared out, CLEANED, UNPLUGGED, and LEFT OPEN!
- _____ Top of Stove Cleaned
- _____ Sink Cleaned
- _____ Cupboards/Drawers Cleared Out & Cleaned

BATHROOM

- _____ Shower Cleaned
- _____ Vanity/Sink Cleaned
- _____ Toilet Cleaned (Inside & Out)

THROUGHOUT PROPERTY

- _____ Floors Swept/Mopped/Vacuumed
- _____ Carpets Cleaned
- _____ **All items removed from property** including all personal items, furniture, and trash (Interior, Exterior, Basement, Garage, etc)
- _____ Weed Eat/Mow yard (If applicable)

OTHER MISC ITEMS:

- _____ Forward mail to new address through the United States Postal Service
- _____ Keys returned to Ashley Property Services

NOTES (Please notify us of any maintenance related issues that affect the rental)
