



Move Out Checklist for Tenants

It has been a pleasure working with you throughout your lease agreement with Southern Properties Rentals. Below you will find our move out procedures for the **Move Out Appointment**.

Our **Move Outs** are completed during **Normal Business Hours only, by appointment only**. All Keys, remotes and cleaning receipts will be collected at the **Move Out**. You will be asked to provide a forwarding address at the **Move Out**. Utilities **MUST** be on (electric, water and gas – if applicable) for the full day of the **Move Out** and until the end of the lease term. If a re-inspection is required, due to failure to comply to any requirements, a **\$25 trip fee** will be due.

Tenants should refer to their written lease agreement for any additional requirements. **Tenants should not paint/patch without written permission to do so.**

Property Checklist

- If your rent payment is made electronically then you may **need** to make changes with your bank or Tenant Portal to avoid an overpayment.
*Contact Military Finance Dept. if your payment is made by an allotment
- Entire home must be professionally cleaned and carpets professionally cleaned and deodorized. Please provide receipts for both. See Cleaning Requirements.
- ALL personal property must be removed prior to final Walk Thru (Move-Out)
- Provide us with a forwarding address for the security deposit settlement at move out. The settlement will be mailed out within 30-60 days from termination of tenancy and delivery of possession.
- Utilities **MUST** be left on for final Walk Thru and **until** the Lease end date.
- Return ALL keys and working garage door remotes. (pool and parking passes)
- Schedule Bulk and standard trash pick-up. No trash should be left at the property on day of move out.
- Lawn must be edged, raked, weeded, mowed, bushes trimmed, animal waste removed, and gutters cleaned.
- Make repairs to any damage your pets might have caused ****see notes****
- Install **NEW** air filters in ALL A/C air returns
- Leave working light bulbs installed in all fixtures (interior, appliance, exterior)
- Make repairs necessary to return the home back to/or better than you found it. (See your Lease agreement regarding repairs) *(Lease agreement- 11.Damages, 13. Alterations, 16. Duties upon Termination, and the Maintenance Addendum)*

****Please see lease agreement about tenant painting. Tenants must have written permission prior to any painting/patching****



Local Vendors

*Power and water will be needed. Tenant should inspect work upon completion

House Cleaners:

Anna's Cleaning Service (912) 856-7060
Tap Cleaning (919)-356-0176
Clean Bee Housekeepers LLC (919) 842-9629
Maid4 You Cleaning 919-778-3639 faymaid4you@gmail.com
Honey Bee's (910) 758-5545
Hilda with JMA Cleaning 910-745-2054

Carpet Cleaners:

(Carpet should be **thoroughly** vacuumed before/after carpets are cleaned,
Tenant should point out stains for treatment)

Xtreme Carpet Cleaning (919) 721-1606
ProCare Carpet Cleaning (910) 868-2568

Handyman Services:

Hollar Home Improvements (910) 890-4308
Thomas Chamberlain (570) 362-1196
Joseph Andersen (402) 840-5914

Painting: (see also handymen)

Above handymen plus
Viper Painting (610) 737-5566
Jimenez's Painting (919) 842-4045

Exterminator:

Hall's Exterminating (919) 207-1234

Plumber:

Fix-It Plumbing (919) 776-7870

Lawn Care/Gutter cleaning

Zero

Lees Landscaping (919) 478-3824
Cooper's Lawn Care (919) 721-1204
Zero Degree- Chris Allen 919-721-2182
Garcia Lawn Care 919-343-7227

Appliances Repair- (Broken bins-damages):

Tri-County Appliance (919) 708-8079



Cleaning Requirements

The following items are frequently overlooked and will be inspected. Receipts for Professional Carpet Cleaning and Professional Cleaning are required at move-out.

Remove ALL Personal Items and any trash from the property including ALL items from closets, cabinets, garage, storage, etc. *

Interior Cleaning Requirements:

- Inside and outside of cabinets and drawers. (kitchen and bathrooms)
- Clean Countertops and sinks
- Light fixtures and ceiling fans –ALL interior/exterior/appliance bulbs will be checked at move out.
- ALL bath tubs, showers, toilets and mirrors must be cleaned
- Dust/Wipe Down ALL baseboards, window sills/glass and blinds
- ALL flooring... including behind/under appliances and inside closets
- Carpets must be professionally cleaned with a truck mounted machine (receipt must be provided)
- ALL doors... including knobs and frames should be wiped down
- Wipe down light switch plates
- Inside and outside of; refrigerator, dishwasher, range, microwave and washer/dryers need cleaned
- Refrigerator – turn off ice maker and dump out remaining ice
- Have wood burning fireplaces cleaned (if applicable)
- Replace ALL air filters with new filters at move out.
- Replace batteries in smoke alarm/carbon detector if needed
- Remove all cleaning supplies and personal items from property

Exterior Cleaning Requirements:

- Sweep front door and exterior entry area, porches and Patios *
- Empty and sweep garage *
- Cut grass, trim/shape shrubs/bushes (back to size at move in) and weed flower beds, pick up pet waste
- Sweep/blow driveway of any grass clippings
- Clean out gutters
- Remove all cobwebs at entryway/porches etc.

Tenants with pets should ensure that carpets are thoroughly cleaned before and after carpet cleaning.

- Items marked with * may not be a part of a professional cleaning. Tenant is responsible to make sure all items are completed prior to the final move out appointment.