



Tenant Move Out Procedures

1. ___ **Please phone the office at 859-647-9990 3 to 5 days in advance to schedule your move-out inspection.**
2. ___ All non-carpeted floors should be swept and mopped
3. ___ All walls & ceilings should be free of dirt, smudges, and cobwebs
4. ___ Wipedown all baseboards, woodwork, and windowsills.
5. ___ Clean and wash all light fixtures.
6. ___ thoroughly clean all bathroom fixtures - toilet (s), bathtub (s), showers, sinks, and cabinets.
7. ___ Wipe down inside & outside of kitchen cabinets, removing all dirt & grease
8. ___ Clean inside and outside of all appliances and replace soiled drip pans and range vent filter
9. ___ Clean behind, under, and between the refrigerator and stove and any cabinets
10. ___ Clean storage area.
11. ___ Sweep & wash hallway floors and dust hallway walls.
12. ___ Carpets must be professionally cleaned and deodorized and proof of cleaning provided at Move-Out inspection.
13. ___ Clean closets, shelves, & rods wiped down.
14. ___ Clean all windows, storms, screens, and return them to their proper place.
15. ___ Remove all items from attic, crawlspace, basement, yard, shed, etc.
16. ___ Lawn, driveway, garage, outbuildings, to be free of all trash, rubbish, and loose personal property
17. ___ Lawn trimmed and cut properly, including removal of leaves.
18. ___ All trash and garbage to be removed from property. DO NOT PILE up garbage at the curb.
19. ___ Remove all garbage from property before your inspection.
20. ___ Do not remove any fixtures in the home, if you put your own in and wish to take it you MUST replace it with the original fixture or one like it
21. ___ All keys are to be returned as instructed.
22. ___ **LIGHT BULBS** - ALL light fixtures are to have working light bulbs in ALL bulb sockets.
23. ___ Smoke alarm(s) will be in working order with good battery.
24. ___ **Provide the office with your forwarding address**
25. ___ **Please phone the office at 859-647-9990 3 to 5 days in advance to schedule your move-out inspection.**
26. ___ **Keep all utilities on until day after your move-out inspection is complete.**

Any repainting, repairs (above normal wear and tear), cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-out inspection has been completed. Attached is a list of fees and charges for your information.