

Move Out Procedures

1. You may schedule a move-out inspection with Rebekah 1-3 days before the last tenant vacates the premises.
2. Use the move out cleaning checklist for a cleaning reference.
3. Wash inside windows and easy to access outside windows. You do not need to remove any screens.
4. Do a complete inventory of all furnished rental items and document on the furnished rental inventory list.
5. Make sure all furniture is dusted and/or cleaned. This includes inside dresser and nightstand drawers, trash cans.
6. Dishes must be cleaned and properly put away.
7. Wash all bedding and remake all beds.
8. Wash all couch covers if applicable.
9. Wash all kitchen towels, oven mitts, etc.
10. Wash all bath towels and shower curtains.
11. Carpets and area rugs must be professionally cleaned AFTER everyone has moved out. You will need to submit the receipt showing that this has been done. You may also request for Rebekah to schedule the carpet cleaning and deduct the expense from your security deposit. Please use Russel's Carpet Cleaning.
12. Leave all house keys and garage remotes on kitchen counter.
13. Leave a list with all tenant addresses so Rebekah knows where to mail security deposits.