

# CHECKLIST

EXPECTATIONS OF THE HOMEOWNER PRIOR TO MOVE OUT WALK  
THROUGH AND TURN OVER TO MANAGEMENT TEAM

01	ALL TRASH (INCLUDING BULK TRASH) SHOULD BE TAKEN OFF PROPERTY, NO TRASH TO BE LEFT IN CAN	YES <input type="checkbox"/>	NO <input type="checkbox"/>
02	FULL PROFESSIONAL MOVE OUT DEEP CLEANING TO BE PERFORMED TO INCLUDE CARPET WASHING/CLEANING	YES <input type="checkbox"/>	NO <input type="checkbox"/>
03	ALL LANDSCAPING TO BE FRESHENED AT MOVE OUT TO INCLUDE ALL FLOWER BEDS, MULCH/PINE STRAW/MOW AND EDGE GRASS	YES <input type="checkbox"/>	NO <input type="checkbox"/>
04	EXTERIOR PATIOS AND INTERIOR GARAGE FLOOR TO BE SWEEPED OUT/OFF AND WHOLE HOME POWER WASH	YES <input type="checkbox"/>	NO <input type="checkbox"/>
05	DRYWALL REPAIRS AND PAINT TOUCHUPS TO BE REPAIRED, SANDED AND PAINTED. NO VISABLE MARKINGS ON ANY WALLS. PAINT MATCH IS REQUIRED. IF PAINT DOES NOT MATCH FOR TOUCH UP, WALL TO WALL WILL BE REQUIRED.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
06	CHANGE AIR FILTERS AND ALL BATTERIES FOR FIRE ALARMS/FRONT DOOR LOCK THROUGHOUT THE HOME. RECOMMEND HVAC/DRYER VENT CLEANING ANNUALLY	YES <input type="checkbox"/>	NO <input type="checkbox"/>
07	ALL KEYS TO BE TURNED INTO PROPERTY MANAGER INCLUDING HOUSE KEYS, MAIL KEYS, GARAGE DOOR OPENERS, & POOL FOB. PLEASE PROVIDE DOOR CODE AND MAIL BOX NUMBER	YES <input type="checkbox"/>	NO <input type="checkbox"/>
08	FORWARDING ADDRESS TO BE PROVIDED TO PROPERTY MANAGERS FOR ANY REMAINING MAIL AND SECURITY DEPOSIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>