MOVE-OUT INSTRUCTIONS

We understand that your lease is expiring and that you have opted to move. In order to accomplish a smooth transition, please read through this letter. The following is an overview of the move-out process:

1. Notice of intent to vacate online form has been completed and a move-out date has been scheduled. A forwarding address should have been provided at that time.

2. If you are enrolled in Auto ePayments through our tenant portal, please login and delete the auto charge to avoid being charged after you move out.

3. The week before move-out, call our office to confirm the date of move-out.

4. Prior to your move-out date, you will need to hire a **professional** cleaning service for the home and send us the receipt of purchase. If you choose to not hire this out, fail to send us a receipt, or the home is not cleaned appropriately by your chosen vendor, we will use our preferred vendor for the home and a **minimum** cleaning charge of **$200** will be deducted from your security deposit.

5. If your home has carpets, DO NOT HAVE THEM CLEANED. Keyrenter will use our approved company to clean the carpets, and a **separate** carpet cleaning fee will be deducted from your security deposit.

6. On the final move-out day, please drop your keys in our branded drop box outside the office: 620 Cherokee Blvd. Chattanooga TN 37405 (drop box located under the drive through, near the mailboxes). If you have garage remotes, please leave them in a kitchen drawer at the property. All keys must be returned in a zip-lock bag labeled with your full name, rental address, and move out date. If anything is left at the property at this point, the items will be considered abandoned, and any fees associated with removing the remaining belongings will be deducted from your deposit. Until we receive keys, you will be charged a holdover fee as you still have possession. You will need to make sure that the property is secured and that all windows and doors are closed and locked. DO NOT MAIL IN YOUR KEYS, THEY NEED TO BE DROPPED OFF ON DAY OF MOVE OUT.

7. Within 1-3 business days of receiving your keys, we will go through the home and perform our final inspection. Our office has **30 days** to send you your deposit refund including a statement notating any deductions from the deposit.

Please keep in mind that once you send in your keys you are not permitted back in the property for any reason. You are responsible for all utilities, damages, and yard maintenance (if applicable) through your move-out date or last day of the lease term. If for any reason you choose to send us your keys before your lease term end date, you will be responsible for any costs associated with maintaining the property through your move-out date.

To assist us in making refunds to you promptly, we ask that you review the security deposit section of the "Residential Lease Agreement" you signed when you moved in. This will clarify the refund procedure and explain any additional charges which you may have incurred. Please keep in mind that our office has 30 days to send you your deposit refund including a statement notating any deductions from the deposit.

If you have any questions, please do not hesitate to contact your property manager.

THIS CHECKLIST MUST BE SIGNED AND RETURNED WITH ALL KEYS AT MOVE OUT. IF YOU ARE UNABLE TO PRINT AND SIGN, WE THEN REQUIRE AN EMAIL CONFIRMATION THAT YOU HAVE COMPLETED THE ITEMS BELOW AND UNDERSTAND THE CHARGES.

In order to return your property to its acceptable and prior condition, a portion of your security deposit will be withheld to have the home and carpets (if applicable) **professionally** cleaned. You must leave the property "broom clean" (remove all personal items and trash, vacuum and sweep all areas) and we will deduct the appropriate amount from your deposit for cleaning, with the **minimum** cleaning charge being **$200**. You may choose to hire your own cleaners for the home (NOT the carpets), and confirm this by sending your paid invoice/receipt of purchase to our office. If your chosen vendors do not perform the cleaning adequately, or you fail to send in a receipt, you will be responsible for the $200 minimum cleaning fee. Below is the cleaning checklist we follow.

KITCHEN

□ **Refrigerator**	Clean and sanitize interior and exterior. Unplug and pull the refrigerator out away from the wall with doors open. Clean underneath and behind. After cleaning, re-plug the refrigerator and leave it running.
□ **Stove**	Clean and sanitize under burners, controls, rings, drip pans, and stove top. Wipe down front and sides of range. Exhaust fan must be clean and grease free. Replace drip pans and burners when done cleaning.
□ **Oven**	Clean and sanitize interior, exterior, and racks. Clean under controls and heating elements. Replace heating elements and racks when done cleaning.
□ **Microwave**	Clean and sanitize interior and exterior. If unit is microwave/stove hood, hood must be clean and free of grease.
□ **Dishwasher**	Clean and sanitize interior and exterior. Run empty cycle with detergent.
□ **Appliances**	Clean and sanitize interior and exterior. Pull out and clean floors underneath and walls behind.
□ **Light Fixtures**	Dust and clean.
□ **Wall Plates**	Clean or replace all light switch and outlet cover plates.
□ **Walls**	Dust and clean as needed.
□ **Blinds**	Dust and clean without causing damage. Blinds should be dust and grease free.
□ **Windows**	Clean inside glass, window tracks, and sills.
□ **Doors**	Wipe down and clean all doors, door handles, and door trim.
□ **Baseboards**	Wipe down and clean.
□ **Cupboards**	Wipe out and clean.
□ **Drawers**	Wipe out and clean.
□ **Shelves**	Wipe off and clean.
□ **Cabinets**	Clean inside and out. Wipe down and clean cabinet faces. Cabinet faces should be dust and grease free.
□ **Pantry**	Wipe down and clean shelves, baseboards, trim, door, and door handle.
□ **Counters**	Clean and sanitize countertops and backsplash.
□ **Sink**	Scour Sinks and remove all stains. Disposal should be clean and in working order.
□ **Floors**	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

LIVING/FAMILY ROOMS

□ **Light Fixtures**	Dust and clean.
□ **Wall Plates**	Clean or replace all light switch and outlet cover plates.
□ **Walls**	Dust and clean as needed.
□ **Mirrors**	Dust and clean.
□ **Blinds**	Dust and clean without causing damage. Blinds should be dust and grease free.
□ **Windows**	Clean inside glass, window tracks, and sills.
□ **Shelves**	Wipe off and clean.
□ **Doors**	Wipe down and clean all doors, door handles, and door trim.
□ **Baseboards**	Wipe down and clean all baseboards and door trim.
□ **Closets**	Dust and clean shelves, doors, door knobs, baseboards, and trim.
□ **Floors**	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

BATHROOMS

□ **Tub/Shower**	Bathtub and shower must be scoured to remove any rings, soap build up, hard water marks, and mildew. Sides of the tub enclosure and shower must be clean and free of any soap build up. (Spray foam bathroom cleaner works well)

□ Toilet	Toilet bowl must be scoured and cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected. (An old toothbrush works well along the bolts and base of the toilet fixture)
□ Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
□ Vanity	Clean interior and exterior. Wipe down and clean cabinet faces and drawers. Clean and sanitize counter tops.
□ Medicine Cabinet	Dust and clean interior and exterior.
□ Light Fixtures	Dust and clean.
□ Wall Plates	Clean or replace all light switch and outlet cover plates.
□ Walls	Dust and clean as needed.
□ Mirror	Dust and clean.
□ Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
□ Windows	Clean inside glass, window tracks, and sills.
□ Doors	Wipe down and clean all doors, door handles, and door trim.
□ Baseboards	Wipe down and clean.
□ Shelves	Wipe off and clean.
□ Sink	Scour Sinks and remove all stains.
□ Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

BEDROOMS

□ Light Fixtures	Dust and clean.
□ Wall Plates	Clean or replace all light switch and outlet cover plates.
□ Walls	Dust and clean as needed.
□ Mirrors	Dust and clean.
□ Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
□ Windows	Clean inside glass, window tracks, and sills.
□ Shelves	Wipe off and clean.
□ Doors	Wipe down and clean all doors, door handles, and door trim.
□ Baseboards	Wipe down and clean all baseboards and door trim.
□ Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
□ Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

EXTERIOR

□ Porch	Sweep or blow off dirt and clear all cobwebs.
□ Deck	Sweep or blow off dirt and clear all cobwebs.
□ Yard	Pick up and remove any trash, debris, and animal waste from yard.
□ Doors	Clean and wipe down exterior doors.

GARAGE/CARPORT

□ Windows	Clean inside glass, window tracks, and sills.
□ Shelves	Dust and clean all shelves and cabinets.
□ Wall Plates	Clean or replace all light switch and outlet cover plates.
□ Doors	Clean and wipe down door and door handle.
□ General	Sweep or blowout any dirt, cobwebs, and leaves.

GENERAL

□ Light Bulbs	Install new bulbs if they are missing or burned out.
□ Light Fixtures	Dust and clean.
□ Ceiling Fans	Dust and clean.
□ Walls	Dust and clean as needed.
□ Mirrors	Dust and clean.
□ Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
□ Windows	Clean inside glass, window tracks, and sills.
□ Shelves	Wipe off and clean.
□ Doors	Wipe down and clean all doors, door handles, and door trim.
□ Baseboards	Wipe down and clean all baseboards and door trim.
□ Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
□ Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.
□ Trash	Remove all trash, debris, and personal items.

Each office is independently owned and operated

☐ **Thermostat**	Set at 55 degrees (between October and April) and turn off in summer.
☐ **Water**	Turn off the water at main in house and drain the lines by running faucets and flushing toilets.

By signing this document I confirm that I have completed all the items on the cleaning checklist and understand there is a $200 **minimum** cleaning charge if Keyrenter has to send a cleaner to my property, after I have vacated, for any reason.   I also understand that I **must** turn this completed checklist in with my keys.

_____/_____

Signature   Date