

Move-Out Requirements Checklist

This checklist is to assist tenants with all items that must be completed to avoid deductions from the security deposit.

- All keys and remotes provided at move-in must be returned on the last date of occupancy. Failure to return keys on noted move-out date will result in daily prorated rental charges or device replacement charges.
- Please be sure to provide your forwarding address when submitting your notice to vacate. You will receive your security deposit refund and/or explanation of charges within 30 days after your vacancy date. Failure to provide a forwarding address can delay delivery of deposit.
- Any trash removal arrangements must be scheduled before vacating the property. Any trash that must be hauled off will be charged to the tenant. Please be sure to set trash bins out for pickup to avoid a trash removal fee.
- Be sure to remove all personal or unwanted items from the interior and exterior perimeters of the property.
- All appliances **MUST** be cleaned inside and outside.
- All AC filters (unless filter in the attic) must be replaced and vent registers must be cleaned.
- Clean all windows, window sills, and blinds. All screens are to be secured and in the same condition prior to move-in.
- Lawn must be maintained and left in the condition in which it was provided upon move-in.
- All blown or damaged light bulbs including fluorescents must be replaced. All globe covers must be attached to light fixtures.
- For electric stoves that have drip pans, drip pans must be replaced.
- All smoke detectors must be installed in original position and smoke detector batteries must be replaced.
- All hard surface floors must be cleaned properly. Carpet must be cleaned by **MRE** recommended vendors to avoid carpet cleaning deduction from security deposit.
- Be sure to remove nails from walls and fill in all nail holes properly. If touch-up painting is necessary, tenants **MUST** be sure that the new paint matches and blends with the old paint to avoid painting or touch up correction charges.
- Be sure to clean kitchen and bathroom areas thoroughly.
- Clean and/or dust all ceiling fans, light fixtures, light covers, and door knobs.
- Be sure to clean walls where needed to avoid touch-up expense. Baseboards, stair railings, and woodwork must be cleaned where needed.
- Clean all doors including entry doors interior/exterior.

As a reminder don't forget to disconnect all utilities to be scheduled for deactivation on the last day of occupancy. Once keys are turned in, it is deemed that all the above items have been completed. Tenants are not permitted to go back to the property to clean unattended areas or retrieve items left at the property.

Thank you for choosing MRE!