

RE/MAX[®] ALLIANCE MOVE-OUT GUIDELINES



Date: _____

Property Address: _____

Tenant Name(s): _____

Owner(s): _____

Agent: RE/MAX Alliance

The Move-Out Inspection is predicated on the Move-In Inspection Report. Please correct any items that do not conform to the initial inspection report and was not caused by reasonable use. The Premises is to be turned over to the Property Manager in the same or better condition as it was on the Lease Start Date, except normal wear and tear. Any damages that are not cured before the inspection takes place will be corrected by the Agent or Owner and deducted from Tenant's Security Deposit.

1. Move-Out Inspections are conducted Monday - Friday from the hours of 9 am - 4 pm.
2. The Tenant has the right to be present at the time of the inspection. The Tenant should call at least 14 days prior to the end of the Lease to notify Property Manager that he/she will be at the inspection and inquire as to the day and time.
3. Inspections will be held only after the house is empty, cleaned and the Tenant is prepared to return all keys, garage door opener(s), key passes, etc. **No cleaning will be done at the Move-Out Inspection.**
4. The utilities must be on in the Tenants name at the Move-Out Inspection. In cold months, the heat must be on and the home must be between 66 and 70 degrees. In the warm/hot season. Air conditioning must be on and the home must be at a temperature between 70 and 74 degrees.
5. The following are some of the items that will be checked at the Move-Out Inspection:

Range & Oven	Floors	Walls	Windows & Window Sills
Blinds/Verticals	Refrigerator	HVAC Filter	Ceramic fixtures/Tiles
Yard/Flower Beds	Screens	Door Stops	Gutters
Bathrooms(s)	Cabinets	Light fixtures	Garage/Shed, Pool & Hot Tub
Dishwasher	Baseboards	Ceiling Fans	Fireplace & Dryer Vent
6. Carpeting must be professionally cleaned by _____. A copy of the paid receipt is required at the Move-Out Inspection. If spot treatment, odor treatment or other recommendation is made by the carpet cleaning technician, Tenant shall comply and provide proof. **Carpeting is not to be cleaned the same day as the Move-Out Inspection as the carpeting must be dry for the inspection.**
7. If you have a pet, all trace of pet odors must have been removed or you will be charged for their removal. Premises must be professionally exterminated and a copy of the paid receipt is required at the Move-Out Inspection.
8. All electrical fixtures, plumbing fixtures and appliances must be clean and in good working order with all light bulbs in place and working. All cabinets must be cleaned inside and out.
9. Tenant to install a new, clean filter in the HVAC return vent within 3 days of the Move-Out Inspection. Tenant is to clean the grates and frame of the HVAC vent.
10. If Tenant installed a carbon monoxide detector, Tenant will be responsible for removing the detector(s) when vacating the Premises.
11. The wood burning fireplace, chimney, fire box and dryer vent must be professionally cleaned by _____. A paid receipt is required at the Move-Out Inspection.
12. If the property has gas logs in the fireplace, there is no need to have the fireplace cleaned. Tenant is required to have the gas logs professionally cleaned by _____. A paid receipt is required at the Move-Out Inspection.

13. The dryer vent must be professionally cleaned by _____ . A paid receipt must be provided at walkthrough.
14. The yard must be clean – free of leaves and sticks, mowed and edged. All beds weeded, freshly mulched and bushes trimmed. No ivy is to be present on the property. The gutters and down spouts are to be clean and siding free of dirt and mildew.
15. You are reminded that normal wear and tear does not mean dirty and that all cleaning costs are the responsibility of the Tenant.
16. Tenant to provide Property Manager a forwarding address to mail the Security Deposit refund. The Security Deposit refund will be mailed within 45 days unless the deposit refund has been delayed, at which time you will be notified in writing as to why your deposit refund has been delayed.
17. In the event that cleaning or repairs are not adequate at the Move-Out Inspection, the cost of the utilities will be included as part of your Security Deposit deduction, unless utilities remain in the Tenant's name until work has been completed.
18. **No personal property shall be left on the Premises, including at the street or curb for bulk trash pick- up or in the trash/recycling containers as of the Lease End Date or Move-Out Inspection date, which- ever occurs first.**
19. If the Property Manager has to order and supervise any repairs necessitated by a Tenant omission at move out, the Tenant will be charged a \$_____ Coordination Fee for each contractor coordinated to cure these deficient items. Re-Inspection Fees are \$_____. If a week night or weekend Move-Out Inspection is requested by the Tenant, a charge of \$_____ payable to RE/MAX Alliance will be due in certified funds, at the time of the Move-Out Inspection.
20. Additional move-out guidelines:

Tenant is advised that additional requirements and recommendations are located in the Lease package. It is the Tenant's responsibility to have the Premises completely ready as of the Move-Out Date. Property Manager is available during business hours to answer questions and offer clarification.

Tenant Date

Tenant Date

Tenant Date

Tenant Date