

**Tenant Move-out Checklist**

Upon moving out, the Tenant should leave the property in rentable condition, minus any repairs and paint touchups.

The following items are Tenant’s responsibility:

* Provide Landlord with at least 30 Days Notice of Lease Termination that corresponds with the end of a Rent Period, and occurs after expiration of any current Lease Period
* Pay Last Month’s Rent on time (Security Deposit may not be used for Last Month’s Rent)
* Contact USPS to set up mail forwarding as of move-out (Valhalla Property Management can not collect and forward mail for former Tenants)
* Remove all belongings and garbage from property
* Replace any non-functioning or missing lightbulbs with CFL’s or LED’s
* Perform final lawn mowing or snow removal (these are Tenant’s responsibility until the final day of move-out)
* Ensure that the oil tank level is not below ¼ (the value of the oil or propane in the tank at move-out will be added to the Security Deposit if denoted as such in Lease Agreement)
* Perform final cleaning of property (for example: sweep and vacuum, clean windows, clean kitchen counter and appliances, clean out drawers and cabinets, clean tubs, showers, sinks and toilets, etc. Property should be in move-in condition except for the items listed below)
* Lock all doors and leave keys in kitchen drawer with a note, signed by all residents over 18 years old, stating that you have vacated the premises and do not intend to return
* Email Client Services Manager when move-out is complete (include forwarding address to which Security Deposit should be sent)

The following items are NOT Tenant’s responsibility:

* Patching of holes in walls from hanging pictures:

Tenant’s Security Deposit will not be withheld for small holes in walls from hanging decorations

* Paint touchups:

It is expected that some paint touchups will be necessary between tenants. Tenant’s Security Deposit will not be withheld for paint touchups consistent with normal wear and tear, and not considered to be over and above the typical need for paint touchups or caused by smoking in the house

* Repairs:

Tenant is not responsible for making repairs to the property. Repairs for normal wear and tear will not be withheld from Security Deposit