

## MOVE OUT INSTRUCTIONS

This Lease Addendum ("Addendum") is hereby incorporated into the existing lease agreement ("Lease") between \_\_\_\_\_ ("Landlord") and \_\_\_\_\_ ("Tenant") for the property located at \_\_\_\_\_.

This addendum delineates the essential steps and conditions concerning the process of vacating the premises. When the occasion arises, and upon receipt of the notice to vacate, this primary document will be sent to serve as a reminder for the resident.

You're required to return the property in the same condition as it was when you moved in, so your next step is to inspect the home for any damage you may have caused over your time there – make sure you check the property against the condition report from when you moved in to find out what exactly you're responsible for.

Normal wear and tear is expected and acceptable, but you're responsible for repairing holes in the walls you've made for hanging pictures (or other things), fixing scratches and dents on the walls and floors, repainting the walls to their original color, replacing broken windows or blinds, making sure the electrical and plumbing systems are in good condition and all the lighting fixtures, kitchen appliances, and any other home equipment that was in the property when you moved in is functioning properly, etc. If any items are replaced, they need to be of the same quality. We suggest hiring a professional to take care of these items as any items not done correctly will be charged to the Resident and deducted from the security deposit.

Here are some helpful reminders of items that many people overlook or forget upon vacating. Please use this checklist as a guideline.

Per the terms of your lease, RE Solutions XV LLC has 30 days to return your security deposit. Security deposits will be sent by certified mailed to the forwarding address provided to our office. The United States Postal Service will require a signature to verify the delivery. Refunds cannot be picked up at the office or discussed over the phone.

Resident: \_\_\_\_\_

You must provide the office a complete forwarding address. The property is not considered "Surrendered" until our office receives a forwarding address. All keys, garage door remotes, gate remotes etc. must be returned. Mailbox keys should be returned to the post office with a change of address form. If mailbox keys were issued to you from our office, please return them to our office.

Resident: \_\_\_\_\_

We will conduct a final move-out assessment after all furnishings have been removed, all cleaning accomplished and the keys are turned into RE Solutions XV LLC, to document the condition that you left the property. The property manager will compare the move-in pictures with the move-out pictures, your move-in checklist and the reports from the maintenance personnel after you move-out to determine if there are any charges against your security deposit. Note: Supplies left behind will not be used for repairs or maintenance by our vendors (ex. Extra light bulbs in the garage will not be used for bulbs that have burned out in the property).

Resident: \_\_\_\_\_

The HVAC filter should be changed upon moving out. Residents will be charged for a complete HVAC service (to include coil cleaning) if property is found with a dirty or missing filter.

Resident: \_\_\_\_\_

**PEST CONTROL:** If the property is found to have an excess of ants, roaches, spiders, fleas, cobwebs, etc., you may be responsible for professional extermination upon move-out.

Resident: \_\_\_\_\_

**Move Out Assessments are not done with Residents present at the property.**

- All personal belongings must be removed from the premises.
  - Haul-off of any personal belongings and/or trash will be at Resident's expense.
  - This includes trash left in trash bins as trash companies will not pick up containers on vacant properties.

Date Notice To Vacate Given: \_\_\_\_\_ Initials after Notice to Vacate Given \_\_\_\_\_

## **RESIDENTS ARE RESPONSIBLE FOR ITEMS BELOW**

**HOUSE CLEANING:** Residents are required to have the property PROFESSIONALLY CLEANED at the time of move-out. This must be done after you have completely removed all your belongings and vacated the property. **A receipt from a professional cleaning company must be provided with your keys. Residents will be charged for a full cleaning if the property is not cleaned properly upon move out.**

**CARPET CLEANING:** Residents are required to have the carpets PROFESSIONALLY CLEANED at the time of move-out. This must be done after you have completely removed all your belongings and vacated the property. **A receipt from a professional carpet cleaning company must be provided with your keys. DO NOT rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable.** If you hire a carpet cleaner other than the recommended vendors, BE SURE the carpet cleaner will guarantee their work to RE Solutions XV LLC standards / satisfaction. If the cleaning is not done to industry standards, and company used does not guarantee their work, Residents will be charged for complete carpet cleaning. If any odors resurface after you have vacated the property, Residents will be responsible for charges incurred to remove the odor.

**PETS:** Be sure to have any spot treatments or pet treatments done as needed. If any pet odors resurface after you have vacated the property, Residents will be responsible for charges incurred to remove the odor. **If you currently have a pet in the property, a flea treatment of the property is required as a precautionary for future Residents. An invoice or receipt from a professional pest control company must be provided with your keys.**

**YARD MAINTENANCE:** A final maintenance of the yard is required by the Resident prior to moving out. Yard maintenance is defined in the lease agreement. Items such as mowing the grass, removing weeds, trimming bushes, raking leaves and disposing of all outside debris should be done.

**OTHER:** \_\_\_\_\_

My signature below indicates that I have received a copy of the RE Solutions XV LLC Move Out Instructions. These instructions will be used upon moving out of the property. I understand that a copy of these instructions will be sent to me for initials when I have given my Notice to Vacate.

Residents Name: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Residents Name: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

\_\_\_\_\_

Date Notice To Vacate Given: \_\_\_\_\_ Initials after Notice to Vacate Given \_\_\_\_\_