



Tenant Move-out Checklist

Address: _____

Tenant(s): _____

Move-out Inspection: Date/Time _____ / _____ Lease Expiration _____

Dear Tenant: We want you to have a successful move-out. Therefore, we have put together a helpful checklist for you to follow to help ensure the return of your security deposit.

☐ 30-Day Written Notice to Vacate submitted to Bart & Brown on or before the 1st day of the month prior to the last day residing in property. Date submitted: _____

☐ Remove all personal belongings and trash from property.

☐ Deep-clean property. ☐ Replace furnace filter(s). ☐ Replace stove drip pans.

☐ All light bulbs must be working. ☐ Fill all nail holes; touch-up paint.

☐ Perform lawn care – mow, weed eat, etc (if tenant is responsible for lawn care).

☐ Have carpets professionally cleaned. Provide Bart & Brown a copy of the paid receipt.

☐ Turn in all door keys, mailbox keys, garage remotes, and gate/amenity cards to Bart & Brown at the move-out inspection. (If not returned, replacement fees will apply.)

★ The utilities must remain on in your name throughout the full day of your move-out inspection. If your inspection is scheduled on a Saturday, the utilities must remain on until the following Monday. If the utilities are not on, **YOU WILL INCUR A \$250 FEE** for Bart & Brown to reconnect the utilities so that we may complete the move-out inspection. If you do not plan on cleaning or touch-up painting the home, you must keep the water and electric on in your name for 14 days after the inspection to allow us time to do the maintenance and cleaning.

Bart & Brown will process your security deposit 30 days after your lease expiration date; all pertaining documents and/or refunds will be mailed to your forwarding address. ★ Bart & Brown will verify payment of all utilities before processing the security deposit and/or issuing a refund.

Tenant Signature

Date

Tenant Signature

Date

Landlord Signature

Date