



1467 Tiny Town Rd. Suite A
Clarksville, TN 37042

Office: 931-572-1570/1580
Fax: 931-572-1575/1577

Tenant Move-Out Procedures & Move-Out Checklist

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit. Completing this checklist will speed up the return of your deposit. This list, in conjunction with your original check-in inspection sheet, and any maintenance completed during your occupancy, will be used for your checkout inspection.

IMPORTANT:

Utilities **MUST** be on at the time of move out inspection and remain on at least **5-business days** after your move-out to allow for any repair work or cleaning to be completed. If Upon the completion of your Move-out no interior work has to be completed, utilities may be turned off within 24hrs after the Final Move-Out Inspection. If you turn utilities off prior to the required stated time above and TopFlight has to re-connect for cleaning or repair work you will be charged a Re-connect fee of **\$200** automatically.

Most of the time we either have tenants scheduled to move in right away, or work scheduled to be done. Therefore, it is imperative that you stay with your scheduled move-out date. If you choose to change your scheduled Final Inspection Date/Time, you will incur a **\$25** Appointment Change Fee.

The Following Information is provided to help you get your security deposit returned without any misunderstandings:

1. Submit your 30-day Notice to vacate and schedule your Final Move-Out Inspection.
2. According to the terms of your Lease, TopFlight Realty & Property Management has 30-days to return your security deposit. Security deposits will be mailed to the forwarding address left with the office within 30-days after the move-out inspection.
3. Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit. Refer to the Move-Out Checklist for further information.

Take the burden off of yourself when it's time to Move-out and allow TopFlight to use our in-house Property Services Company. Coordinate the following items with us:

- Full Home & Carpet Cleaning (to include Treatment & Deodorizing):
- Painting
- Minor Repairs
- Lawn Service & Hedge Trimming
- Debris Removal & Hauling

Move-Out Checklist

(Look for helpful hints in parentheses). If you are hiring a professional cleaner, give them this list to ensure they do not miss items. Some of the following items pertain mainly to single-family homes and Duplex's. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please call.

All of the following items are lessee responsibilities except those noted on your move in form. If you have any doubt, please call ahead of time to research the matter.

- PAINTING:** Please remove all nails---**DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES**, or touch-up paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear. (Paint found left in the home is only for possible color matching, not to be used for painting home)
- CARPET CLEANING:** Tenants are required to have the carpets **PROFESSIONALLY CLEANED** at the time of Move-Out. This must be completed after you have completely removed all your belongings and vacated the property. A Receipt from a Professional carpet cleaning company must be provided to us when you turn in your keys. **DO NOT** rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable.

Be sure to have any spot treatments or pet treatments done as needed. If any **Odors or Pet Odors re-surfaces** after you have vacated the property, the tenant will be responsible for charges incurred to remove the odor. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense.

- **IF You have Pets the additional is required and must be notated on the receipt: DEFLEA, DETICK & DEODERIZE, if not notated on the receipt \$40 will be charged for TopFlight to have this done.**

IF YOU DO NOT PRODUCE YOUR RECEIPT AT MOVE OUT, THEY WILL BE COMPLETED, AND YOU WILL BE CHARGED.

- Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments or area rugs, they must be put back in place for inspection.
- All non-carpeted floor should be free of stains, scratches, dust and debris; washed and waxed where waxed is called for. Be careful with hardwood floors. If you have any doubt, please call us.
- All interior windows and sills must be clean. This includes the area between the windows and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired in accordance with your lease.
- All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. If you removed any, you must put them back in place unless otherwise agreed to in writing.
- All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains.
- All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains. Especially along the bottoms of the walls.

- All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned. **(Light globes can go in the dishwasher).**
- All smoke detectors must be in working order, and will be tested. **(If it is beeping, you need to replace the battery. It takes a 9-volt square battery).**
- All exhaust fans/vent covers should be in working order and free of dust and grease.
- Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, washed inside and outside.
- Refrigerators/Freezers must be washed/cleaned inside and outside. If on wheels, they must also be pulled out, and all dust and dirt is removed from the back, sides, floor, and walls surrounding the refrigerators/Freezers. **(DO NOT TURN OFF after cleaning. Windex and a sponge works well on removing stubborn particles in the plastic shelves).**
- Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. **(Do not use steel wool on appliances; plastic scrub pads work the best. Most stovetops can handle oven cleaner. Test a spot, but do not use oven cleaner on control panels. In addition, do not use oven cleaner in self-cleaning ovens. Use the appropriate stovetop cleaner for Smooth Top Stoves).**
- Dishwashers and Trash Compactors must be cleaned inside and outside, especially the inside lip of the door. -- Some people tend to miss this.
- All sinks, faucets, and garbage disposals must be washed out and wiped clean. **(Windex will enhance the appearance after being washed).**
- Kitchen walls and floors must be washed, and free of food stains, dust, dirt, and grease. Any floors that require oil soap or wax must be done accordingly.
- All bathroom floors and walls must be cleaned. This includes the grout and caulking. (According to your lease, the cleaning of grout and caulk are your responsibility. If the caulk around the tub or shower is showing any signs of mold, and cannot be cleaned, you must have it re-caulked. **(Windex will enhance the appearance of tile after being washed, and will remove soap residues).**
- All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues. **(Windex will remove any residues. Stubborn stains and bath mat residues can be cleaned using spray oven cleaner. Leave sit for a few hours and rinse).**
- All medicine chests, vanities, and drawers must be cleaned inside and outside.
- Unfinished basements, laundry rooms, and utility rooms must be free of dust, dirt, cobwebs, and debris. Especially in-between ceiling beams of unfinished ceilings. Everyone seems to forget this!!**
- Air Filters must be changed or if washable, then cleaned. **If you do not do this, you will be charged to service the HVAC unit.** Air Vent Covers must be free of dust.
- The fireplace must be cleaned and vacuumed out. (wood burning)
- Washing machine must be wiped down and free of soap residues.

- Dryer must be wiped down and free of lint. **If we discover the lint trap filled you will be charged for a professional cleaning of the trap and hose.**
- All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. **(Call your trash company ahead of time, to let them know you will have a lot of trash. In addition, they can advise you on chemicals).**
- If you are leaving cut firewood, please make sure it is not stacked against the house. **(Any firewood must be a minimum of 5 feet away from any dwelling structure).**
- All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move out. **(Please be aware, leaves and yard debris are not considered mulch, unless finely ground).**
- All grass must be free from pet dung, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.
- All walkways, steps, decks and patios must be swept and free of weeds.
- If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up. **(Use Borax soap & water to clean it).**
- If you have a garage, please make sure it is swept clean, and if there were tools when you moved in, please make sure they are in their place.
- If you have a tool/garden shed please sweep it out. Clean up any chemical spills, and make sure all tools are in their proper place. Old chemicals and paints should be discarded properly. (Call your trash company for details).
- All garden tools must be cleaned, including BBQ grills.
- Repair any Pet damage to Doors, Door casings, trim, and yard.
- Turn in all remotes, i.e. garage, ceiling fans, alarm at Final Inspection **(If you were issued remotes at Move In and do not have them to turn in for Move Out, you will be charged accordingly).**

I/we have read and understand the Tenant Move-Out Procedures/Checklist:

Tenant

Date

Good Luck with your move, and in your future home!

