



CHECK – OUT INSPECTION REQUIREMENTS

Check-out inspections of rental properties are made between 8:30am and 4:30pm, Monday through Friday. Please call for an appointment if you wish to be present for the final walk-through. The inspection will be compared to your move-in condition report.

All of your furniture and personal items must be removed from the premises and the keys returned to our office before an inspection can be made. You cannot stay in the premises after the inspection is completed.

PRIOR TO THE INSPECTION, PLEASE.....

- Remove all personal items and trash from the property and yard.
- Clean appliances thoroughly (refrigerator, range, dishwasher, furnace and furnace closet, ect.)
- Have the carpets professionally cleaned by a truck mounted system unless specified otherwise. Dry carpet cleaning is acceptable. Supermarket do-it-yourself procedure is not acceptable.
- Strip tile floors of all wax and apply a fresh new coat after stains and marks are removed.
- Wash walls carefully; pay special attention to areas around light switches, hallways and doors.
- Clean all windows and secure all screens.
- Make necessary repairs to screens and screen doors.
- Clean and disinfect the bathroom(s) thoroughly.
- Mow, trim, edge and water the yard prior to check-out.
- Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
- Discontinue your telephone service at least 24 hours before vacating. If the home is illegally entered while vacant and long distance phone calls are made on the phone, the telephone company will charge you.
- Make arrangements to have your trash and garbage picked up BEFORE you discontinue your trash service. You will be charged if we have to haul away trash.
- Discontinue your utility service for water, electricity and gas. The utilities will go back into the owner's name when utility service is discontinued, but if bills are sent to our office while you are financially responsible, you will be charged for utilities if turn-off date differs from the date of your notice or lease.

THANK YOU FOR YOUR COOPERATION