**MOVE OUT CONDITION REQUIREMENTS AND CHECKLIST**

Your lease/rental agreement requires that you leave your residence in clean and undamaged condition. The owner has every intention of returning your entire security deposit as long as you have fulfilled your agreement with them. PLEASE READ THIS ENTIRE EMAIL, EVERY ITEM IS VERY IMPORTANT IF YOU EXPECT YOUR DEPOSIT BACK. IF SOMETHING ON THE CHECKLIST IS NOT DONE, THE OWNER WILL REQUIRE US TO SEND HOUSEKEEPING TO TAKE CARE OF IT AND CHARGE YOUR DEPOSIT. Our housekeepers charge 8-10 cents per square foot to clean.  That does not include windows, garages or basements.  We are happy to have them clean for you if prior arrangements are made at least a week in advance, we also have carpet cleaning available.  Once the house has been vacated and a report made to the owner, the OWNER will decide what, if any, charges will be withheld from the deposit. It is not our decision nor can we control what the owner decides to refund. We will do everything we can to get your full deposit returned to you if there is nothing more than normal wear and tear.  Please go over your move in inspection and note anything that was not pre-existing.

Specifically, you should:

* Cooperate with the showing of the residence for sale or rental, keeping it in presentable condition
* Be sure grounds and lawn are trim, clean and free of weeds and leaves
* Report any and all damage in writing
* Upon leaving, please be sure to fully secure the rental by locking all windows and doors

RENTAL PROPERTY INSPECTION CHECKLIST-We highly recommend you have a copy of your move in checklist, take pictures of each room and any damages that were pre-existing and email those to us.  You can also send a description and/or explanation of any damages along with that email. We will use these when we do our walk through once you vacate.  It might be helpful to print this checklist as you go through during your final clean.  It will not be acceptable to leave something dirty even if you feel it was dirty when you moved in.  Those issues should have been addressed at move in not move out.

\_\_\_\_\_\_ The home must be completely free of trash, cobwebs and dust including garages, basement, closets, baseboards and cabinets.
\_\_\_\_\_\_ All window coverings must be straightened, washed, cleaned and dusted or replaced.
\_\_\_\_\_\_ All bathrooms and kitchens must be cleaned including under sinks, inside drawers, shelving and behind commode.
\_\_\_\_\_\_ Fireplaces must be cleaned out and dust free.
\_\_\_\_\_\_ Patios, balconies and storage closets must be swept and free from debris and trash.
\_\_\_\_\_\_ All doorstoppers must work and any damages from previous problems corrected. Install if missing.
\_\_\_\_\_\_ Appliances must be thoroughly cleaned, washed, and sanitized, including drip pans and knobs.

\_\_\_\_\_\_ Light and plug switches must be replaced if cracked or stained; wiped off for finger prints.
\_\_\_\_\_\_ At least 60-watt bulbs in all fixtures in working order.
\_\_\_\_\_\_ Bath lights at 60 watts and all the same style bulb in place.
\_\_\_\_\_\_ Any painting must be cleaned up.
\_\_\_\_\_\_ You must have carpets professionally cleaned.
\_\_\_\_\_\_ All locks and doorknobs must be in excellent working order.
\_\_\_\_\_\_ At least one window per room must work and blinds must be left down and in the open position.
\_\_\_\_\_\_ All light covers must be cleaned.
\_\_\_\_\_\_ Ceiling fan blades must be cleaned and dusted, both sides.
\_\_\_\_\_\_ The top of the refrigerator and stove must be spotless.
\_\_\_\_\_\_ No stains should remain in the refrigerator or on porcelain in the bath.
\_\_\_\_\_\_ Baseboards must be washed and free of dirt and dust.
\_\_\_\_\_\_ All drawers must be in good working order, with no crumbs, debris or toothpaste spots.
\_\_\_\_\_\_ Check all keys and notify landlord if any do not work.
\_\_\_\_\_\_ Check all appliances and HVAC and then leave at 60 degrees in winter and 80 degrees in summer.
\_\_\_\_\_\_ Lawn, garden, and hedges must be trimmed, cut, and cleaned thoroughly.
\_\_\_\_\_\_ Wallpaper must be washed, cleaned, and re-glued or replaced in a professional manner.
\_\_\_\_\_\_ All bugs must be removed from floors, window sills, etc.
\_\_\_\_\_\_ All vinyl floors need to be mopped, and cleaned, including underneath cabinets.
\_\_\_\_\_\_ Plug in deodorizers are to be used.
\_\_\_\_\_\_ Sinks to be cleaned and garbage disposal tested and free from blockage.
\_\_\_\_\_\_ Storage closets are to be swept, cleaned, checked for working lock and key if applicable.
\_\_\_\_\_\_ All mirrors and windows should be cleaned inside and out.
\_\_\_\_\_\_ All trash is not to be left at the home, but removed to a dumpsite.
\_\_\_\_\_\_ Fill in any nail holes with matching color, just a touch of paint if available, no sanding or large touch ups.
\_\_\_\_\_\_ Open all sink cabinets, and clean out all areas below.
\_\_\_\_\_\_ Clean doors and door frames around them, (especially white woodwork) including fingerprints, dust, etc.
\_\_\_\_\_\_ Check the working condition of the STOVE.
\_\_\_\_\_\_ Check the working condition of the OVEN.
\_\_\_\_\_\_ Check the working condition of the REFRIGERATOR/FREEZER.  Do not turn off the refrigerator, mold/mildew may grow, requiring cleaning
\_\_\_\_\_\_ Check the working condition of the DISPOSAL.
\_\_\_\_\_\_ Check the working condition of the WASHER/DRYER.
\_\_\_\_\_\_ Check the working condition of the AIR CONDITIONER.
\_\_\_\_\_\_ Check the working condition of the FURNACE.
\_\_\_\_\_\_ Check the working condition of the HOT WATER HEATER.
\_\_\_\_\_\_ Check the working condition of all SINKS FOR LEAKS.
\_\_\_\_\_\_ Check the working condition of the GARAGE DOOR OPENERS.
\_\_\_\_\_\_ Check the working condition of all WINDOW/SCREENS AND DOOR LOCKS.

* After you have vacated the residence, it will be inspected for compliance with your lease/rental agreement. Costs for cleaning or repairing damage beyond normal wear and tear, if any, will be charged against your security deposit.  WE WILL USE THE ITEMIZED LIST ABOVE AT INSPECTION.
* You will be provided with an itemized list of any charges incurred.
* Your deposit will be returned within 30 days.
* Please coordinate returning the keys and garage openers with the office, IF WE DO NOT HAVE KEYS RETURNED, YOU WILL HAVE A LOCKSMITH CHARGE TO HAVE THE HOUSE UNLOCKED.
* Also, it is very important that I have a direct deposit a routing and account # to return your deposit.

CARPETS

* THE CARPETS MUST BE PROFESSIONALLY CLEANED. IF THEY DO NOT DO A GOOD JOB, WE WILL CALL THEM BACK OUT.  PLEASE USE A COMPANY THAT GUARANTEES THEIR WORK TO PROTECT YOURSELF.
* WE MUST HAVE THE CARPET CLEANING RECEIPT TO RETURN YOUR DEPOSIT, PLEASE EMAIL OR FAX THAT TO US.

Thanks, The NPM Team