



## MOVE OUT CHECK LIST

As you prepare to move out of the home you are renting from Properties Unlimited of TN, please review the following items to help us process and return your security deposit in a timely manner without unnecessary deductions.

**KEY RETURN:** When you have finished removing ALL personal items and trash from the property, **call for an inspection appointment, or turn the keys in at our office during regular business hours.** You may also call the office and report your move out to one of our staff members and return your keys through the drop box after hours. Voice mails or e-mails are not acceptable for this communication.

**UTILITIES:** Utilities must remain in your name for 2 business days after surrendering the property to us at move out. This enables Properties Unlimited to transfer utilities so there is no interruption of service. Failure to do this could result in damage to plumbing systems in freezing weather, as well as damage to refrigerators. You will be held responsible for any damage caused by failure to comply with this requirement.

**WALL FASTENERS:** Remove all nails and fasteners from walls. Do not patch holes. We provide this service at no charge to you. **Holes caused by mounting TVs on the wall will incur a damage charge.**

**TRASH:** Remove all trash and personal belongings from the house, yard, garage and outbuildings. Any items left will be removed by our maintenance department and billed to you at a rate of \$50 per hour plus any disposal fees.

**BLINDS & SCREENS:** Replace any damaged window blinds and screens.

**CARPET CLEANING:** Vacuum carpets. It's not necessary to steam clean carpets as this is a part of our normal cleaning between tenants. However, any stain that cannot be removed by our cleaning will be considered damage. (i.e., colored drinks, make up, nail polish, etc.). **Do NOT use bleach on carpet!**

**GARAGE REMOTES:** Leave the garage remote(s) on the kitchen counter. You will be billed \$35 for each missing remote.

**LIGHT BULBS:** Must all be functional; replace any burned out or missing bulbs. Replacements will be charged to you at \$5 per bulb.

**OVEN CLEANING:** Clean the oven before move out. Many ovens are self-cleaning and can be easily cleaned using the self-clean cycle prior to moving.

**YARD WORK:** If you are responsible for yard work, be sure the grass has been cut prior to move out.

**FORWARDING ADDRESS:** To expedite return of your deposit, be sure to leave your forwarding address and phone number.

We hope you have been pleased with the services we have provided for you, and we would be happy to assist with any future housing needs. Please recommend us to your friends and family.

*Properties Unlimited of TN*

**615-890-6565**