

Move Out Instructions

- 1) As per the lease agreement, residents must have unit professionally cleaned upon move and follow the move-out checklist completely. If the resident wishes Mason Properties will arrange for a professional cleaning upon move-out, the amount will be deducted from the security deposit. Management will arrange for the carpets to be cleaned and this amount will be deducted from your security deposit - we strongly recommend that you do not attempt to clean the carpets yourself - this often makes the situation worse.
- 2) All light bulbs and AC filters must be replaced
- 3.) All cabinets/closets etc. must be left open during walk-through and electricity must be left on to test lights, appliances, heating/cooling, etc. If make-ready work is not completed by the time of the walk-through, electricity must be left on so that work may be completed. Any charges incurred to re-establish electricity will result in a deduction from your security deposit.
- 4) The walk-through will be conducted 1-3 business days after your move-out day. We do not schedule appointments to walk the unit with the resident.
- 5) All keys, mailbox keys, remotes, parking passes, etc. must be turned into the OFFICE by MIDNIGHT ON THE DAY OF THE MOVE-OUT. Tenant must place all these in an ENVELOPE WITH YOU NAME, OLD ADDRESS AND FORWARDING ADDRESS WRITTEN CLEARLY ON IT. The envelope must be turned into the office no later than midnight on the day of the move-out or you will be charged a daily rental rate accordingly. All late fees, fines, unpaid rent, etc. must be paid upon move-out or these items will be deducted from your security deposit. WE WILL ONLY SEND ONE CHECK TO ALL RESIDENTS. PRIOR TO MOVE-OUT ALL RESIDENTS MUST SEND MANAGEMENT A LETTER THAT STATES WHO THE DESIGNATED RECIPIENT OF THE DEPOSIT REFUND IS. ALL RESIDENTS MUST SIGN THIS FORM IN ORDER TO RECEIVE THEIR DEPOSIT REFUND PROMPTLY.
- 6) The walls, trim, and any other painted/wallpapered surface must be in the same condition as move-in; anything broken or damaged by the tenant must be repaired.
- 7) Upon move-in, you will be given an inventory and condition form to fill out and return NO LATER than 5 days after move-in. This inventory will be null and void if: 1) False or exaggerated statements are made and detailed descriptions are not given. 2) Form is not signed and turned in within 5 days. This form is crucial in the refund process.
- 8) Deposit Returns: Your deposit will be returned by mail only and will be sent to the designated recipient no later than 30 days after move-out if the residents followed appropriate procedure.

MOVE-OUT CLEANING INSTRUCTIONS

The following items must be professionally cleaned/made ready:
Residents are expected to leave the property in move-in condition

- ✓ all kitchen appliances
- ✓ ceiling fans/light fixtures
- ✓ bathrooms/tubs
- ✓ doors
- ✓ clean all interior windows, window sills and trim around windows and exterior glass of sliding doors.
- ✓ blinds
- ✓ baseboards
- ✓ fireplaces
- ✓ patios/balconies
- ✓ mirrors (no stickers or decals anywhere)
- ✓ floors
- ✓ all drawers, closets and cabinets must be completely emptied of all contents, INCLUDING shelf paper and wiped clean
- ✓ cabinets and countertops
- ✓ cobwebs removed
- ✓ remove any trash and debris from the property
- ✓ clean stove including oven, burners, drip pans and underneath drip pans. Burners and grease traps must be cleaned.
- ✓ Yard, if applicable, must be left in good condition; mowed, edged free of debris and leaves. Any damage to the yard caused by a pet must be remedied (example: holes dug grass damaged).
- ✓ Replace all burned out light bulbs and smoke detector batteries if needed per lease agreement.