



M&M HOMES PROPERTY MANAGEMENT

MOVE-OUT GUIDELINES

Written Notice

Before notice to vacate is accepted by M & M Homes Property Management, it **MUST** be put in writing or will not be accepted. The notice must include the **DATE** you plan on vacating the premises. This notice must not be less than 30 days before termination. Once M & M Homes Property Management receives notice from tenant, move-out procedures will be sent to tenant. Follow the move-out procedures to ensure the full return of tenant security deposit.

MOVE OUT CHECK-LIST

Upon moving out at the end of your lease, it shall be tenant responsibility to:

1. Clean the interior and exterior of the house including all appliances and floors. This includes pulling out and cleaning under and behind the appliances.
2. Dispose of all garbage and trash.
3. Close and lock all windows and doors.
4. The carpet must be cleaned by a professional cleaning company and provide a receipt when turning in keys.
5. If you are responsible for yard maintenance, cut lawn, weed the flower beds, edge, and trim the shrubs.
6. Inform all utility services and postal services of the departure date and forwarding address.
7. **TURN OFF YOUR ICE MAKER (IF APPLICABLE) AND EMPTY ICE BUCKET.**
8. The electricity and water must be left on for a final walk through inspection so M & M Homes Property Management can inspect all electrical outlets, lights and appliances.
9. M & M Homes Property Management may be placing a “For Rent” sign on the property and showing the property for rent prior to the time you vacate the premises. Please be considerate when we request a convenient time to show the property.

Flooring

All floors swept, vacuumed, washed and carpet shampooed – All flooring must be in condition it was received, no scratches, cracks or tears

Interior Cleaning Instructions

All walls, trim and ceilings dusted down, all dirt smudges & grease washed off.

Wash down all baseboards, woodwork and windowsills.

Wash all window coverings: blinds or curtains. Windex and clean all windows, screens, and return them to their proper place.

Clean and wash light fixtures. – All light fixtures are to have working light bulbs in all sockets. Thoroughly clean all bathroom fixtures, toilet's bathtubs, showers, sinks and cabinets. Remove lime and hard water stains on all facets, glass and tile.

Clean and wash inside/outside of kitchen removing all grease including cabinets, sink and fixtures.

Clean inside, under and behind & between stove and refrigerator.

Clean any storage area – including sheds and garages.

Clean closets, shelves, & rods wiped down.

A/C filter cover cleaned and filter must be replaced with the correct size. Remove all items from attic, crawl space, basement, yards, and sheds etc.

Exterior

Driveway, garage, outbuildings must be free of trash, rubbish, and loose personal property.

Lawn trimmed and cut properly, including removal of leaves.

All trash and garbage to be removed from property – DO NOT PILE GARBAGE ON CURB.

Only what can be fit in a trash can with the lid closed may be allowed on curb.

If not removed a deduction will be made from the security deposit.

Miscellaneous

All keys are to be returned as instructed, contact your manager for instructions. Smoke alarms will be in working order with a good battery.

Please contact office in advance to schedule your move-out inspection.

Any repainting, repairs, cleaning, trash removal and any other expense associated with returning the condition of your home to your move in condition can be deducted from your security deposit. Any remaining amount of your security deposit will be mailed to the forwarding address you provide.

Marketing During the Notice Period

After you have given notice that you intend to move, the property will be listed for rent. The most probable showing hours are between 9:00am and 6:00pm. M & M Homes Property Management will make an effort to accommodate your schedule, however, the property must be available and in good condition for agents to show. You will be notified prior to showing by phone, text or email. Extra effort on your part is expected in keeping the house and yard neat and clean during marketing. Animals should be out of the way and litter boxes should be clean and odor free. The better a home shows, the more likely it will rent quickly. The faster a new resident is found, the less you will be bothered by showings. A home that shows well benefits everyone!

The Move-Out Process

Once the tenant has vacated the premises and the keys have been received by M & M Homes Property Management, we will begin the Move-Out process to determine and expedite return of the tenant's security deposit. Tenant is fully responsible for rents until the keys have been given to and received by M & M Homes Property Management. All utilities are to be left on for five days after your keys have been returned

Breaking the Lease

If you default on your lease, you will be responsible for all costs incurred in securing a new tenant including but not limited to rental losses incurred as a result of tenant's default. If you find you must move before the end of your lease, we will market the property promptly, providing that you have given the required 30-day written notice. You must continue to pay the monthly rent each month until the property is re-rented or your rental obligation ends, whichever comes first.

Forfeiture of your security deposit does not excuse you from other obligations of the rental agreement. You must follow all procedures for marketing, cleaning and move-out. The most common charges for breaking a lease are:

1. A re-leasing and/or breaking lease fee.
2. Rent until the new lease takes effect.
3. Lawn maintenance (you need to arrange for that before leaving)
4. Utilities (keep them on in your name until notified of a new tenant)
5. Advertising

Return of the Security Deposit

THE SECURITY DEPOSIT MAY NOT BE USED FOR ANY RENT DUE. The security deposit will be refunded within 30 days of your move-out and return of keys and garage door openers if applicable. Return of the Security Deposit is subject to the following provisions:

1. Resident has given sixty (30) days written notice prior to vacating. The full term of the Agreement has expired and tenant has complied with all other provisions.
2. All charges due including rents and fees, maintenance or repair costs that are a tenant obligation, utility costs that are the tenant's obligation and any other fees or charges that may be required to be paid by tenant have been paid in full.
3. No damage to premises or its contents beyond normal wear and tear is evident. All walls are clean and unmarred. Tenant understands that any expenses incurred to return premises to the same condition as when tenant moved in, allowing for reasonable wear and tear shall be paid by tenant.
4. The entire dwelling, including but not limited to carpets, bathroom and fixtures, floors, windows inside and out, window blinds, ceiling fans and light fixtures, all appliances, closets and cupboards are thoroughly clean and free of insects.
5. All debris, rubbish, and all personal property has been removed from premises and disposed of properly.
6. The HVAC system has been left clean and in satisfactory condition and the filter has been changed.
7. The lawn has been cut and edged, shrubs have been trimmed and debris properly removed from premises