

## MOVE OUT INSTRUCTIONS

In preparation for your move-out, please complete the following items listed below. Keep in mind that this is a generalized list and may not include everything that you will need to do upon moving out. It may also include items that do not relate to your unit. Your security deposit will be processed within 30 days of the termination of the tenancy.

### **Return keys:**

- ❑ **Turn in all keys (including mailbox keys, storage keys, pool keys, garage door openers and all parking passes, if applicable) to Barker Realty no later than 9:00 a.m. the morning following your lease expiration.** Keys must be submitted to the Barker Realty Office. Do not leave keys at the property. When you submit your keys, you also need to provide forwarding address(es) (form included) and carpet cleaning/extermination receipts to us. If our office is closed, secure everything in an envelope labeled with the property's address and place in the overnight drop box.
- ❑ If you have vacated and cleaned the unit early, please feel free to return keys to us before the end of the lease. You are still responsible for rent, utilities, and yard maintenance (if applicable) until the date your lease expires. Do not disconnect utilities until your lease expiration date.
- ❑ The property must be empty, clean and ready for inspection when your keys are submitted. If keys are not received by 9:00 a.m. the day following your lease expiration, you may incur the cost of changing the locks and/or rent until we receive keys.

### **Security Deposit:**

- ❑ Pay all rent and charges owed. **You may not use your security deposit as your last month's rent.**

### **Repair any damages and clean unit thoroughly:**

- ❑ Steam or dry clean the carpets and provide receipt per your lease.
- ❑ Repair any damages to the unit. Barker Realty will inspect these at move-out.
- ❑ Clean the interior and exterior of all appliances and fixtures in the kitchen, bathroom(s) and utility areas.
- ❑ Move and clean behind and underneath the refrigerator, stove, and washer/dryer (if unit includes them). Do not leave the refrigerator unplugged after cleaning. Be careful not to tear vinyl flooring.
- ❑ Replace drip pans and rings on stove. You can find these at local hardware stores.
- ❑ Wipe out all cabinets/closet shelving in unit (especially kitchen and bathrooms).
- ❑ Clean all blinds, windows, windowsills, window tracks, and storm windows. Make sure all window screens are in place.
- ❑ Dust all trim work and walls to remove dirt and cobwebs. Clean blades of any ceiling fans. Dust all electric light fixtures.
- ❑ Vacuum all filter grills and install fresh filters.
- ❑ Replace damaged or missing doorstops.
- ❑ Replace any burnt out light bulbs throughout unit (interior and exterior).
- ❑ Clean/scrub all floors in the unit.
- ❑ Clean fireplace if applicable.
- ❑ Clean up the exterior of the unit, clean up landscaping if tenant responsibility (i.e. cut the grass, clean out dead leaves from flower beds and yard, trim bushes, haul away dead limbs).

**If you have had a pet in your home:**

- ❑ If you have had a pet at the property (either authorized or unauthorized), you are required to have the unit professionally exterminated for fleas. Contact a local exterminating company.
- ❑ Vacuum and professionally clean any carpet in the unit. A receipt from a professional carpet cleaning company must be provided when you turn in your keys. If a receipt is not provided at move-out, Barker Realty reserves the right to have the carpets professionally cleaned at the tenant's expense.

**Properly dispose of all items, trash, and debris:**

- ❑ Dispose of all trash (mattresses, furniture, clothes, etc.) properly, from both inside and outside the unit and in any storage areas. No items are to be left in the unit or at the curbside/dumpster. **Do not leave your trash bin at the curb – instead, make arrangements for a friend or neighbor to move the trash bin to the curb on pickup day, and return it to the proper storage place after pickup.**
- ❑ If you leave behind items that will not be taken during regular trash pick-up, you will be charged a fee to have our staff remove these items. Do not leave large items in the yard, driveway, or at the curb. If you live in Raleigh, you may make arrangements in advance for Solid Waste Services to remove any bulky items by calling 919-890-3798. Please notify us when pickup is scheduled. If we are not notified, we reserve the right to remove these items at your expense. If your property is cited by a City of Raleigh Inspector for improper debris storage and/or disposal, you may be responsible for any fines associated with this citation.

**If you were issued a parking sticker or a parking permit:**

- ❑ Return all parking stickers or parking permits that have been issued for your unit. There will be a \$15 charge for each sticker not returned or a \$35 charge for each parking permit not returned.

**Utilities:**

- ❑ Leave heat/AC units on to avoid any damages to unit from extreme heat or cold temperatures. Set to 80 degrees for AC in summer or 60 degrees for heat in winter. Do not turn heat/AC completely off at move-out.
- ❑ Utility accounts must remain active until the last day of your lease obligation.
- ❑ If your heat source is fueled by oil or propane, you must have the tank filled at move-out. Please provide a receipt when you submit your keys.

**Rent:**

- ❑ If you have scheduled for your rent to be paid automatically each month, please cancel before the next month's rent posts. Otherwise your account will continue to be drafted for rent. Rent drafts do not stop just because you have moved out.

Should you have any questions, please call us at 919-859-0044.