RE/MAX Alliance
MOVE-OUT GUIDELINES

Date: _____

Property Address: _____

Tenant Name(s): _____

Owner(s): _____

Agent: RE/MAX Alliance/Stephanie Clark, Inc.

The Move-Out Inspection is predicated on the Move-In Inspection Report. Please correct any items that do not conform to the initial move in inspection report and was not caused by reasonable use. The Premises is to be turned over to the Property Manager in the same or better condition as it was on the Lease Start Date, except normal wear and tear. Any damages that are not cured before the inspection takes place will be corrected by the Agent or Owner and the cost to cure deducted from Tenant's Security Deposit.

1. Move-Out Inspections are conducted During our business hours Mon-Fri and at Stephanie's discretion on weekends.

2. The Tenant has the right to be present at the time of the inspection. The Tenant must notify agent in writing at least 14 days prior to the end of the Lease that he/she will be at the inspection and inquire as to the day and time.

3. Inspections will occur only after the Premises is empty, cleaned and the Tenant has returned all keys, garage door opener(s), key passes, etc. at the termination of the Lease. Failure to return all keys, remotes, alarm codes, garage door code and access cards will result in a deduction from the Security Deposit to compensate Owner for the cost to replace, key or re-program those items. Per-diem Rent will be charged for each day keys/access cards are not returned.

4. **No cleaning will be done at the Move-Out Inspection. The move out inspection is not a final determination of the security deposit disposition.**

5. **Tenant must keep all utilities and services on for the entire Term of the Lease and through the 5th day after the Lease Termination Date and any extensions and maintain utilities to prevent damage to the Premises.** Tenant also agrees that failure to do so will cause a re-connection fee, coordination fee, balance of utilities until the 5th day after the Lease Termination Date and any damages resulting from Tenants failure to keep utilities on, will be charged to the Tenant. During cold weather, the heat must be on and the home must be between 66 and 70 degrees. In the warm/hot season, air conditioning must be on and the home must be at a temperature between 70 and 74 degrees. All refrigerators/freezers are to remained plugged in and running with normal termperature settings throughout the lease and Move Out Inspection.

6. Normal wear and tear does not mean dirty and all cleaning costs are the responsibility of the Tenant! The following are some of the items that will be checked at the Move-Out Inspection:

Range & Oven	Floors	Walls	Windows, Sills & Tracks
Blinds/Verticals	Refrigerator	HVAC Filter	Fixtures
Yard/Flower Beds	Screens	Door Stops	Gutters
Bathrooms(s)	Cabinets	Light fixtures	Garage/Shed, Pool & Hot Tub
Dishwasher	Baseboards	Ceiling/Exhaust Fans	Fireplace & Dryer Vent

7. Tenant will be responsible for removal of all odors from the Premises including but not limited to animals, smoke, vaping, grease, food, moth balls etc. Tenants will bear all costs to remediate odors if not removed.

8. If you have a pet, all trace of pet odors must have been removed or you will be charged for their removal. Premises must be professionally exterminated, carpets cleaned/deodorized, and a copy of the paid receipt is required at the Move-Out Inspection. Consult Pet Addendum.

9. All electrical fixtures, plumbing fixtures, and appliances must be clean and in good working order with all light bulbs in place and working. Light bulbs in a multi-light fixture must match and be the correct wattage for the fixture. All light fixtures to be free of bugs/dirt/cobwebs. All cabinets/drawers must be cleaned inside and out. The floor underneath the stove must be cleaned by removing drawer. The refrigerator, washer and dryer must also be cleaned. Blinds must be clean and free of all dirt and dust. All baseboards must be clean.

10. Walls: **Any marks and excessive dirt on the walls must be cleaned off.** The following rules applying in regard to walls/painting:

    Nails should be removed, but do not patch nail holes. If you have mounted anything with screws/brackets/bolts/anchors, you may patch and paint yourself IF you feel comfortable doing so and touch up paint is at the home. If we find your patch/paint job to not be of professional quality we reserve the right to have the area in question repaired by a qualified contractor at your expense.

11. Carpeting must be professionally cleaned by Dynamic Cleaning Solutions or East Coast Carpet Cleaning or other Agent approved vendor. All carpeting to include edges and stairs must be vacuumed prior to carpet cleaning. A copy of the paid receipt is required at the Move-Out Inspection. If spot treatment, odor treatment or other recommendation is made by the carpet cleaning technician, Tenant will herby approve this action and provide proof. **Carpeting is not to be cleaned the same day as the Move-Out Inspection as the carpeting must be dry for the inspection.**

12. Tenant to install a new, clean filter in the HVAC return vent within 3 days of the Move-Out Inspection. Tenant is to clean the grates and frame of the HVAC vent.

13. If Tenant installed a carbon monoxide detector, Tenant will be responsible for removing the detector(s) when vacating the Premises.

14. ☐ N/A Wood burning fireplace, chimney, fire box must be professionally cleaned **even if not used** by Beach Chimney or other Agent approved vendor. A paid receipt is required at the Move-Out Inspection.

15. ☐ N/A If the property has gas logs in the fireplace, Tenant is required to have the gas logs professionally cleaned **even if not used** by Tidewater Log Doc or other Agent approved vendor. A paid receipt is required at the Move-Out Inspection.

16. ☐ N/A Dryer vent must be professionally cleaned by Dryer Vent Wizard or other Agent approved vendor. A paid receipt must be provided at inspection.

17. The yard must be clean – lawn mowed and edged, pet waste removed, mulch added, shrubbery trimmed, flower beds weeded, pine straw, pine cones, gumballs, seed pods and leaves picked up, all cracks in driveway and curbs free of weeds, grass and any other debris. No ivy is to be present on the property. The gutters and down spouts are to be clean and siding free of dirt and mildew.

18. Tenant to provide Property Manager a forwarding address to mail the Security Deposit refund. The Security Deposit refund will be mailed within 45 days unless the deposit refund has been delayed, at which time you will be notified in writing as to why your deposit refund has been delayed. **Per the Virginia Residential Landlord Tenant Act (VRLTA), if no forwarding address is provided to the Property Manager, no balance of deposit will be mailed.**

19. In the event that cleaning or repairs are not adequate at the Move-Out Inspection, the cost of the utilities will be included as part of your Security Deposit deduction, unless utilities remain in the Tenant's name until work has been completed.

20. **No personal property shall be left on the Premises, including at the street or curb for bulk trash pick- up or in the trash/recycling containers as of the Lease End Date or Move-Out Inspection date, which- ever occurs first.**

21. If the Property Manager has to order and supervise any repairs/cleaning necessitated by a Tenant omission at move out, the Tenant will be charged a $ 50.00 Coordination Fee for each contractor coordinated to cure these deficient items. There will also be a Reinspection fee of $ 150.00. If a weeknight or weekend Move-Out Inspection is requested by the Tenant, a charge of $ 175.00 payable to RE/MAX Alliance will be due in certified funds, prior of the Move-Out Inspection. Weeknight or weekend move out inspections are strictly subject to availability of staff members.

22. Additional move-out guidelines:

1. Drip pans must be new at move-out. A cost of $50 if drip pans are not new.
2. Door stops, outlets/switch plate covers, and smoke detectors must be in place and functional at the time of move out.
3. The premises must be free from all pests including fleas, if not, extermination fees will apply.
4. All windows, storm windows, and screens must be installed and free of damage. Any broken or damaged blinds must be replaced w/pre-occupancy standard/style/color/function. All conveyed curtains must be freshly laundered.
5. The driveway, garage floor, and/or parking pad must be clean and free of grease & oils.
6. If a satellite dish has been added, it must removed at the time of move-out along with all mounting equipment and posts. If mounted to property, in violation of the Lease, tenant responsible for cost of returning the property to its pre-occupancy condition.
7. All wires must be gathered and tied neatly, including all cable/internet cords.
8. Grass missing or damaged by equipment, pets, events at the home will be restored to pre-occupancy condition at the tenant's expense.
9. Tenant is responsible to halt all mail/magazines/paper delivery/packages after move-out. Charges will apply if removal of these items is performed by property manager. If any mail is received by the new occupants, they will mark as "return to sender". Mail/packages will not be collected by our office or forwarded to your new address.
10. All alarm codes and garage pin codes should be set to 1234.

Tenant is advised that additional requirements and recommendations are located in the Lease package. It is the Tenant's responsibility to have the Premises completely ready as of the Move-Out Date. Property Manager is available during business hours to answer questions and offer clarification.

(PRINT OWNER NAME)	**(TENANT)**	**(Date Signed)**
Stephanie Clark, Inc.		
(PRINT PROPERTY MANAGER NAME)	**(TENANT)**	**(Date Signed)**
(PROPERTY MANAGER SIGNATURE) **RE/MAX Alliance as Agent for the Owner**	**(TENANT)**	**(Date Signed)**
	(TENANT)	**(Date Signed)**