

Bennett-Shellenberger Realty

Move out checklist

We are using this form to acknowledge the notice you sent us recently regarding moving from your home. We hate to see you move and as always, appreciate your business. Please use this checklist to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit.

Your Property Manager will conduct an inspection using the original inspection report that was signed by both parties when you moved in. We expect the premises to be in identical condition. The Property Manager will have the final responsibility for determining "normal wear and tear". It does not include abuse or neglect.

Any repairs or maintenance items that are necessary so that the premises are in the identical condition as in the pre-occupancy inspection are the responsibility of the Tenant. The cost of these repairs and maintenance items will be deducted from the Security Deposit (see the included schedule of potential move out charges).

When you signed the lease, you agreed to see on the day vacated:

- All rent is paid in full or a satisfactory settlement made with BSR for any balance due.
- The entire property is clean and all trash removed.
- Tile, vinyl and hardwood floors are clean and waxed.
- Carpets are professionally cleaned. (Receipt required from an acceptable company).
- All nails or other holes in the walls are filled or repaired properly.
- Outside hoses are disconnected and stored.
- All window wells clean and clear of trash, weeds and debris
- Fireplace is face free of soot and the firebox vacuumed. All tools received with home must be present.
- All drapes and curtain rods or mini blinds should be firmly fastened. All drapes, blinds and curtains in good repair and properly hung and cleaned.
- Leave refrigerator, stove, oven and microwave clean, defrosted and **plugged in**, running at normal settings.
- All personal property, including furniture, motor vehicles and all other items not on the property when you moved in are removed from the home and surrounding property. *Anything left behind shall be regarded as abandoned may be destroyed, hauled away or otherwise disposed of at **YOUR** expense.*
- Get a final reading on your utilities, telephone and cable as of the last day on the lease & returned to Landlord for future payments. You will be responsible for reconnection fees if service is interrupted when you move.
- Make your final trash pick-up arrangements. *Do not leave un-bagged trash for pickup.*
- Clean windows, window tracks and any door windows.
- All doors and windows are properly locked or fastened.
- ALL keys and garage door remotes MUST BE returned to your manager on the last day.**



Bennett-Shellenberger Realty, Inc.

1710 E. Pikes Peak suite 200
Colorado Springs, CO 80903
719-471-1703

www.bsrsince1890.com

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