



Dear Tenant,

Thank you for giving us advanced notice that you are moving. Please make sure you have fulfilled your rental agreement by leaving the property clean and undamaged. If you have not done so already, schedule a walk out inspection with us when you are ready to officially vacate the premises and hand over the keys. Once this inspection is complete, Moore County Living has 30 days to refund your security deposit or send you a detailed report as to what expenses will be taken out of your security deposit. The premises must be free of damages, thoroughly cleaned by a professional cleaning service and all monies must be paid in full. In order to minimize expenses and reduce wait time please complete the following:

- **Cooperate with the showing of the residence for sale or re-rental, keeping it in presentable condition**
- **Begin to put out all unwanted items for trash or special pick-up (Avoid piles of debris in front of your home on moving day)**
- **Replace all batteries in the Carbon and Smoke alarms**
- **Schedule to have the carpets professionally cleaned within a couple days of move out**
- **Schedule to have the entire home professionally cleaned within a couple days of move out**
- **Be sure grounds and lawn are trim and clean, free of weeds, leaves, etc.**
- **Report any and all damage in writing**
- **Do not have any utilities turned off until Moore County Living has approved you to do so. The home must pass inspection. Power and water will need to be on if the unit does not meet Moore County Living's standards and we need to bring someone in to do additional cleaning or tend to repairs necessitated by tenant damage or additional carpet cleaning.**

**\*\*Things to know:**

- (1) If you do not pass inspection, any services needed will be hired out and deducted from the security deposit.**
- (2) DO NOT SHUT OFF UTILITIES until Moore County Living has authorized you to do so after a thorough inspection. Notice of utilities being turned off must be given to Moore County Living as soon as scheduled.**
- (3) If failure to comply with these stipulations occurs, you will be charged a \$500 Administrative fee for services related to MCL having utilities turned back on and utility charges that incur while the home is finished being prepared for the next tenant. This fee will be deducted from your Security Deposit and/or charged to you if need be.**

Arrangements must be made for the return of your keys and garage door opener and forwarding address submitted no later than 5:00 PM on the effective date of your lease expiration. Please contact Jamie Helvig at 910-684-5577, to schedule your move out inspection. All inspections are done Monday – Friday 9am – 5 pm only.

Thank you for being a part of the Moore County Living Family. Good luck in your new home!

***Amy Stonesifer***

Moore County Living Property Manager  
(910) 315-2965

## **MOVE OUT INSPECTION CHECKLIST:**

- Replaced all burned out light bulbs
- Replaced HVAC air filter(s) with new ones & clean, dust, vacuum air returns grate/cover
- Vacuumed all carpeted floors and have carpet cleaned by a professional cleaning service
- Cleaned all floors
- Cleaned all appliances (inside & out)
- Cleaned all kitchen cabinets, drawers, under sink cabinets, sinks, and faucets
- Cleaned entire bathroom including toilets, sinks, tubs, showers doors, shower head, cabinets & drawers (inside & out), mirrors, and light fixtures
- Cleaned interior & exterior of all laundry room appliances & remove any lint from the dryer lint catcher
- Cleaned all baseboards, window sills, wiped down walls and doors, switch plates, cobwebs, dust bunnies from all corners, closets, ceiling fans & blades, light fixtures, etc...
- Cleaned all interior windows, wiped down blinds
- Cleaned interior & exterior of glass doors and clean door tracks
- Cleaned fireplace(s)
- Swept porches, decks, steps, sidewalks & garage/storage interior
- Yard was mowed, raked & weeded. Trim bushes, clean gutters & remove any debris from the yard
- Removed all personal property (items, food, etc.) to ensure property is clean and completely vacant of all personal belongings
- Flea Spray if necessary
- Install new batteries in Smoke & Carbon Monoxide detectors
- Returned all keys and garage door openers
- Provide any cleaning receipts

Please be aware that fees for cleaning or repair may be incurred based on the condition of the premises and may vary depending on the degree of cleanliness. Fees will be charged for lost garage door opener (\$48 each) and keys not returned will incur a lock change fee of \$150 or the going rate at the time of service.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_