

MOVE-OUT CHECKLIST

- Submit Move-Out Notice via the Tenant Portal, in accordance with your lease terms.
- Clean the Property:
 - **Kitchen:**
 - Counters, cabinets interior and exterior, and pantry
 - Stove, including cooktop surface and interior and cleaning/replacing drip pans as needed.
 - Refrigerator
 - Sink and Faucet
 - Vacuum and mop floors
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 - **Bathroom(s)**
 - Vanity, including sink and cabinets (interior and exterior)
 - Vanity Mirror
 - Shower/bathtub, removing shower curtain(s)
 - Toilet
 - Vacuum and mop floor
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 - **All Other Rooms, including Bedroom(s)**
 - Vacuum all floors, including hardwood and tile
 - Replace all spent light bulbs – inside and out
 - Dust ceiling fans
 - Change all filters, including refrigerator and HVAC
 - Clean dryer lint trap
- Remove all trash and personal belongings from premises (inside and outside).
- Turn off utilities effective on the last day of your lease.
- Complete all applicable lawn maintenance according to your lease agreement.
- Turn in all keys to the Louise Beck Properties office. Do not mail keys or leave them in the property. **Your rent continues until we are in receipt of ALL keys.**
- Turn in all keys, garage door openers, fobs and passes, including mailbox, pool, clubhouse, and parking.
- Forward mail to your new address. Tenants are instructed to indicate "Not at this Address" and return to the mailbox for any mail not addressed to them.
- Ensure that all remotes (ceiling fan, fireplace, blinds) are returned to their appropriate location/mount.
- Make sure that you provide us with your forwarding address to avoid unnecessary delays in receipt of your security deposit reconciliation. Email will suffice.
- *Professionally clean carpets using Chem Dry of Chapel Hill/Durham at (919) 968-4009, AND to provide LBP a copy of the receipt upon move-out. This is required per your lease.**