

Resident Move-Out Checklist

The following is a quick reference checklist of items that will need to be completed for a smooth move-out.

- Fill out Notice of Intent to Vacate Form and return form to the office.
- Update your address and phone numbers with Real Property Management. This helps expedite receiving Security Deposit monies.
- Have the property in showable condition for Real Property Management to show the property to applicants that wish to lease the property.
- Call utility companies and take service out of your name as of vacated day.
- Forward your mail as of vacated day.
- Clean the property, inside and out, according to the Move-out Cleaning Guide.
- Schedule Professional carpet cleaning for after you have cleaned the property.
- Ensure any balances due to Real Property Management Express have been paid.
- Return ***all*** door keys, mail keys, garage keys and ***all*** garage door remotes to Real Property Management office along with Professional carpet cleaning receipt on vacating day.