



RPM Move Out Checklist

Moving on? Follow these steps to ensure a simple and easy move out process!

This checklist is for personal use. You do not need to turn in a copy of this form.

30 Days Prior to Move out	Date Complete	Who?
Turn in "Notice of Intent to Vacate" form to RPM office.		
Make your unit "Show Ready" for potential applicants.		
Turn in a Standardize Cleaning Agreement 1 week prior to move out		

On the Last Day of Your Lease...	Date Complete	Who?
Return all property keys and garage door openers to the RPM office by 12pm on the final day of your lease. <u>Do not leave any keys or garage door openers at the property.</u>		
Contact USPS to forward your mail to your new address.		
Inform RPM of your new address to ensure a timely return of your deposit.		
Make final trash pick up arrangements and ensure all trash has been bagged. Trash left at the property will incur disposal fees.		
Transfer utilities back to the owner as of the last day of your lease. <u>Do not shut off or disconnect services.</u> You will be liable for damage to the property if utilities are shut off.		
Communicate any known maintenance issues or damages to RPM.		
Ensure all balances due to RPM are paid in full.		



Turn Your Vacate into a Vacation!

With standardized move out cleaning prices, you know in advance how much money you'll get back from your security deposit. Cut down on surprises and save yourself the headache of move out cleaning! Just opt in to our standardized move out cleaning and let us take care of the rest!

Move Out Cleaning Costs	
1 Bedroom, 1 Bathroom	\$195
2 Bedroom, 1 Bathroom	\$220
3 Bedroom, 1 Bathroom	\$245
2 Bedroom, 2 Bathroom	\$270
3 Bedroom, 2 Bathroom	\$295
4 Bedroom, 2 Bathroom	\$320
3 Bedroom, 3 Bathroom	\$345
4 Bedroom, 3 Bathroom	\$370
5 Bedroom, 3 Bathroom	\$395

Carpet Cleaning	
One Room (Base Price)	\$125
Each Additional Carpeted Room	\$50
Staircases	\$50
Pet Odor Cleaning Fee (Per Pet)	\$25

If you would like to use our standardized cleaning option to make your move out process simple and easy, please sign below and turn into the RPM office at least one (1) week before your scheduled move out date.

Tenant Signature: _____ **Date:** _____

*Cleaning does not include the disposal of personal property and/or/trash left behind, maintenance items, or repairing tenant caused damages. Please ensure all belongings and trash has been removed from the premises to receive the cleaning price quoted above.



Resident Move-Out Cleaning Guide

If you don't want to use our standardized rates for Move Out cleaning and chose to clean the property yourself, the following are the minimum cleaning requirements for your property.

- Clean out and scrub down the refrigerator. The freezer should also be defrosted and cleaned. Be sure to (carefully) pull out refrigerator if possible and clean the floors underneath and wipe down the sides of the refrigerator.
- Clean the oven, racks, door, grease trap, fan, stovetop, burners and drip pans. If the drip pans cannot be cleaned, they must be replaced. Be sure to clean the floors underneath and wipe down the sides of the stove.
- Wipe clean all counters, cupboards and drawers, inside and out. Kitchen sink should be scrubbed and wiped clean.
- Thoroughly clean all floors as appropriate (use wood cleaner on wood floors, vinyl cleaner on vinyl floors, etc.)
- Thoroughly clean bathrooms including sink, counters, drawers, bathtub/shower, toilet, mirrors, and doors.
- Remove all tacks or nails from the walls.
- Wash interior windows, sills and tracks of dust, grime, and/or fingerprints.
- Dust all light fixtures and replace any burnt out or missing bulbs. Wipe down all ceiling fan blades.
- Wipe down/dust all blinds and clean or replace any dirty/damaged window coverings.
- Ensure that all drapes/curtain rods and/or blinds at property are properly hung.
- Wipe down outlet covers, door handles, and any other surface on which dust has accumulated.
- Clean all A/C intake covers and exhaust fan covers.
- Wipe down all walls, paying special attention to areas around light switches, hallways, doors, and any cobwebs.
- If applicable, clean the washing machine inside, outside, control knobs and behind.
- If applicable, clean the dryer inside, outside and carefully clean lint filter.
- If applicable, clean/change air conditioning filters in window units.
- Clean decks, patios, porch stoops and front porch area. Clean off exterior doors.
- Leave exterior yard clean and maintained as per your rental agreement.

Any cleaning not completed by you will be completed by RPM and deducted from your security deposit. Cleaning and repair costs above and beyond your security deposit will be charged back to you.