



### Checklist For Vacating The Property

All final inspections will be performed once tenant(s) have surrendered all keys, remotes, and any other access devices that have been issued under the lease agreement. Final inspections will be performed by a 3rd party company. Once we have received keys, Peace of Mind Property Management will switch over utilities. Please do not forget to leave a forwarding address when surrendering keys.

Before you pack, especially if you are using a professional moving company, please be sure to set aside any instruction manuals, warranty papers, dishwasher trays, broiler pans, fireplace tools, pool equipment, draperies or controls that should remain in the property.

Please use the following checklist as a guideline of minimum requirements for passing inspection.

Then following items must be accomplished prior to surrendering the property.

- All personal belongings must be removed from the premises.
- Carpet must be vacuumed. Peace of Mind Property Management will utilize its own carpet cleaning company. The charge will be automatically deducted from the security deposit.
- All trash and garbage must be removed from the premises (including curbside).
- The lawn must be freshly mowed, edged and shrubs trimmed.
- Walks, driveways, patios and garages must be cleaned and free of fresh oil/grease.
- Remove all ashes and debris from the fireplace.
- Heater and air condition (HVAC) filters must be cleaned or replaced as necessary. HVAC and water heater enclosures should be vacuumed.
- Walls, baseboards and ceilings must be cleaned and free of cobwebs and lint.
- Do not patch, spackle, or spot paint nail holes.
- Ceiling fans and light fixtures must be cleaned. All light bulbs must be working. Please replace bulbs with like kind.
- Smoke alarms must be operative. Replace batteries as necessary.
- All appliances must be cleaned (stove, vent hood, refrigerator, dishwasher, etc.)
- Window, screens, any curtains and mini blinds must be cleaned inside and out.
- All countertops, cabinets and drawers must be cleaned.
- Sinks, bathtubs, shower stalls and commodes must be scoured.
- Tile, vinyl and wood floors must be cleaned, stripped and waxed.
- All keys and security devices (garage door & gate remotes, etc.) must be turned into the office to officially surrender the property.

The cost for repairs and/or cleaning will be deducted from your security deposit. Charges will be assessed in accordance with the list on the reverse side hereof. Charges not listed will be based on the actual cost billed by the repairman.

You will be provided an itemized statement of repairs along with the balance of your security deposit, within thirty (30) days of the end of your lease contract. Peace of Mind Property Management is not obligated to refund or account for the security deposit until we have received a valid forwarding address. **PLEASE DO NOT PLAN ON RECEIVING THE DEPOSIT BEFORE THE END OF THE THIRTY (30) DAYS.**