

Keystone Property Management  
308 SE Greenville Blvd. Suite B-2  
P.O. Box 2039  
Greenville, NC 27858  
(252)355-8884 Phone (252)353-4314 Fax

## **MOVE OUT INSTRUCTIONS AND INFORMATION**

The tenant's responsibilities upon termination of the lease are in the signed Residential Rental Contract and are outlined here:

- ❖ Pay all utility bills for services to the premises and have service discontinued.
- ❖ Vacate the premises removing all personal property
- ❖ Clean the premises entirely and leave it in the condition it was at time of move in
- ❖ Close and lock all windows and doors
- ❖ Return the keys to Keystone Property Management's office
- ❖ Notify Keystone Property Management of the forwarding address to which the security deposit disposition will be sent within 30 days of vacating the premises.

### **Key Return Policy:**

Please remember that all keys, including the mailbox key, need to be turned in to the office immediately upon vacating. If the office is closed, please put the keys in an envelope with the apartment address and your forwarding address. Put the envelope in the drop box by the front door. Rent will be charged until all keys are turned in.

### **Cleaning Checklist:**

#### **Kitchen**

1. Clean refrigerator, shelves, crisper and under foot guard (make sure you pull out the drawers and clean behind them, and wipe the seals of the door).
2. Pull refrigerator out and clean behind it.
3. Clean cupboards, counters, sink, tile and faucet fixtures (all drawers and cabinets must be wiped out).
4. Clean stove/oven under burners, controls, REPLACE burner rings and drip pans (lift up burner rack and clean underneath).
5. Clean range hood (fan above stove).
6. Clean oven (There should be no grease on the inside of the oven).
7. Clean washer/dryer closet and heating unit closet.
8. Clean dishwasher inside and out (make sure you clean the door on the inside rim).

#### **Living Room and Dining Room**

1. Clean all baseboards and woodwork
2. Clean finger marks off switches/walls
3. Clean window sills, wash windows, and dust screens
4. Clean blades on fans

#### **Bedrooms**

1. Follow same instructions given for living room
2. Vacuum closets and remove all clothes hangers

#### **Bathrooms**

1. Clean tub, toilet, toilet tank, vanity bowl and cupboard
2. Clean chrome fixtures throughout
3. Wipe out and clean medicine cabinet
4. Clean tile and shower head

### **Patio/Balcony/Porch**

1. Sweep and clean
2. Carry off all trash

### **General**

1. Vacuum and sweep all floors.
2. **Have all carpeting professionally cleaned and submit a paid receipt to Keystone for verification.**
3. Clean all light fixtures.
4. Replace all burned out bulbs
5. Replace HVAC filter
6. Clean all flooring throughout the apartment

Any repairs that have to be done or redone shall be charged against your rental account. Charges will include material and labor. If your apartment has excessive damage due to dirty marks, crayons, scratches, holes, etc, beyond normal wear and tear, your rental account will be assessed for wall repairs and painting.

A portion of your security deposit will be held if all above items are not completed upon vacating the rental property.

I have read the above move-out checklist and understand that I may be charged for non-compliance.

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Signature and Date

PLEASE BRING A SIGNED COPY OF THIS FORM TO US WHEN YOU RETURN YOUR KEYS.