

TENANT MOVE OUT INSTRUCTIONS

We are sorry to see you leave but wish you well and enjoyed having you as tenants! Attached to this email is our **Tenant Move Out Cleaning Checklist**, a ***What to Expect While Your Home Is on the Market*** flyer and also a flyer from our preferred moving vendor **[My Guys Moving & Storage, Inc.](#)** which includes a special discount for RPM tenants!

We understand that your last few weeks of residence will be extremely busy ones. However, we do request that you pay attention to a number of small but very important details:

- ✓ We must know the **exact date** the home will be completely vacant so that we may represent the property as being available for new tenants and also so the final inspection can be scheduled.
- ✓ We need you to provide us with a forwarding address.
- ✓ **All utilities must remain on up until midnight of the last day of your lease, not as of your move out date** (if you are moving out early.) In most cases that means they will be disconnected the following business day. This is to ensure that the property can be properly inspected. You will need to forward us copies of all final utility bills showing zero balance before your security deposit can be refunded.
- ✓ If vacating in winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes. If vacating in summer, set the thermostat no lower than 80 degrees for dampness and mold prevention. In the case that your home is heated with oil, do not forget to have the oil tank filled before you vacate.
- ✓ **YOUR LEASE WILL TERMINATE AT 12:00 NOON ON THE FINAL DAY OF YOUR TENANCY**, for most standard leases. Please check your lease agreement to confirm the stated time; if your lease does not mention a specific time, it is 5:00 pm. If your lease ends at any time other than 12:00 noon please notify our office. We will be scheduling inspectors, locksmiths, contractors, etc. immediately after the lease termination time. **YOU MUST COMPLETE ALL REQUIRED MOVE OUT CLEANING AND RETURN KEYS TO OUR OFFICE BY THE TIME STATED IN YOUR LEASE AGREEMENT.** Should you not fulfill these obligations, they will be completed for you by RPM at your expense. If you have any questions or need assistance regarding any of the information above please contact our office.

PLEASE NOTE - At the time of our scheduled Move-Out Inspection the property must be completely vacant. All of the cleaning requirements listed below must be completed, all personal items removed and all keys returned to our office. If we find you have not finished moving OR are still completing the required cleaning we will charge a \$75.00 fee to come back and re-inspect the property.

Property Cleaning Requirements

It is our goal to refund your security deposit. By looking at and following the checklist below you will assist us in achieving that goal. The RPM move out checklist provides you with detailed cleaning requirements and also a list of RPM approved vendors you may use.

Per your lease agreement, you are required to have the following move out cleaning completed by an **RPM Approved Vendor**. A list of approved vendors is included within the cleaning checklist attached. If you do not complete the required cleaning and/or fail to provide receipts to our office, RPM will have the cleaning completed at your expense and you will be charged a fee of up to \$50.00 per occurrence.

1. **Professionally clean the home and provide receipts for such.**
2. **Professionally clean the carpets and provide receipts for such.**
3. **Professionally treat for fleas, pests or vermin if present or if pets were kept in the home.**
4. **Professionally clean the gutters and provide receipts for such.**
5. **Professionally clean the chimneys (for wood burning fireplaces) and provide receipts for such.**
6. **Ensure all smoke detectors and carbon monoxide detectors are in working order, with batteries.**
7. **Ensure that an operating light bulb is in each light socket to verify operation of the fixture.**
8. **Return all copies of keys, fobs, remotes, pool passes, parking passes, etc. to the RPM office no later than 12:00 pm noon on the date of move-out.**

Security Deposit Information

Your security deposit can be refunded after the final inspection has been completed. If damage is noted or you failed to provide us your receipts for the required property cleaning, we must receive invoices from our vendors before your deposit can be returned minus the costs. This can take up to 45 days from the date of inspection. Remember to provide us with your forwarding address and proof of payment of your final utility bills as applicable.

Thank you for your cooperation,

The RPM Staff



RPM Tenant Move Out Cleaning Checklist

Keys

____ All keys, parking permits/decals, garage door openers, pool/gym passes, etc., need to be returned to the RPM office no later than 12:00 pm on the date of move-out.

Kitchen

____ Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease. Any flooring that requires waxing or oiling must be treated.

____ Kitchen cabinets, shelves, counter tops, and drawers must be cleaned inside and out. We ask that you remove all shelf liner as well.

____ All exhaust fans and vent covers need to be in working order and free of grease. Filter screens can usually be washed in the dishwasher.

____ Ovens, stoves, microwaves, and cook tops must be cleaned inside and outside. This includes the areas around and underneath them. Do NOT use steel wool on appliances; non-scratching plastic scrub pads are best to use. Please operate the oven self-clean cycle if applicable.

____ Refrigerators and freezers must be cleaned inside and outside, including behind the drawers. They must also be pulled out and all dirt and dust must be cleaned from the back, sides, floor, and walls surrounding the appliance. Do not disconnect or turn off appliances.

____ All sinks, faucets and garbage disposals must be wiped clean and washed.

____ Dishwashers and trash compactors must be properly cleaned inside and outside including the lip of the door, at the hinges, door seals and underneath appliance.

Bathrooms

____ Bathroom floors and walls must be wiped down and cleaned properly. Particular attention needs to be paid to grout and caulking.

____ Bathroom vent fans must be vacuumed.

____ Medicine cabinets, drawers, mirrors and vanities must be cleaned inside and outside. Please remove all shelf liners and wipe down mirrors.



___ All tubs, showers, sinks, and toilets must be cleaned, disinfected and free of soap scum and cleanser residues.

All Rooms

___ If you have made any changes or alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to. If your paint job is sub-standard a professional will be hired by RPM to repaint at your expense.

___ All non-carpeted floors should be free of stains, dust and debris and should be washed and waxed where needed.

___ All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good and working order.

___ All windows, screens, storm windows and window sills must be washed. This includes the area between the interior window and storm windows or screens

___ You must wipe down sliding glass doors and clean the tracks.

___ All walls, ceilings and closet interiors must be free of smudges, grease and food stains.

___ All woodwork, moldings, trims, doors and baseboards must be free of dirt and smudges.

___ All electrical outlets and switch plates must be secure and free of dirt and smudges.

___ All light bulbs must be in working order and light fixtures must be cleaned properly. Without working bulbs RPM cannot confirm that the fixtures work.

___ Smoke detectors must be in proper working order with fresh batteries.

___ Utility and laundry rooms must be free of dust, lint, and debris.

___ Exterior of washing machine must be cleaned and the inside left free of soap residue.

___ Dryer interior and exterior must be cleaned and the filter screen left free of lint.

_____ Furnace filters must be changed and vents need to be wiped free of dirt and dust, especially intake vents.

_____ All fireplaces must be broom swept and free of ashes, wood, and debris.

_____ Chimneys are required to be professionally cleaned by an RPM approved vendor.

_____ **ALL carpeted surfaces** including steps must be professionally cleaned by a RPM approved vendor.

_____ If you have a pet, all carpets must also be treated for fleas/ticks.

Grounds

_____ All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date. A minimal amount of trash may be left at the curb or pick up point in disposable containers. Reusable containers may not be left at the curb.

_____ Please make sure firewood is not stacked against the home.

_____ If you have an oil tank it must be filled completely and a receipt provided.

_____ All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised we do not consider leaves and debris to be mulch.

_____ All shrubs must be neatly trimmed.

_____ All grass must be cut and free of weeds and debris.

_____ All walkways must be swept and free of weeds.

_____ If your vehicle has leaked oil in the garage or driveway the oil stain must be removed. There are a number of products available that will accomplish this.

_____ If you have a garage, please make sure it is swept clean. If there were tools present when you moved in make sure they are all in place when you leave.

_____ If you have a tool shed please make sure it is swept and cleaned. Clean up any chemical spills and make sure all tools are in their proper places.

_____ All garden tools must be cleaned, including BBQ grills.



_____ Gutters and downspouts must be free of leaves and debris, cleaned by a RPM approved vendor.

Pests

_____ You are responsible for the elimination of any pests present in or about the home prior to vacating or if you had a pet in the property you **MUST** have it treated for fleas and ticks. Fleas and roaches can be particularly difficult to eradicate, which is why we require this to be completed by an RPM approved vendor.

RPM Approved Vendors

General Cleaning	
<u>Beltway Cleaning</u>	(703) 786-7436
Mary's Cleaning Services	(703) 421-6700
Bizzaklean Cleaning Service	(571) 501-0277
Carpet Cleaning	
<u>Beltway Cleaning</u>	(703) 786-7436
Lutronc	(703) 327-5171
DNA Pro Cleaning	(703)520-5060
Pest Control	
<u>Veteran Pest</u>	(703) 581-3559
<u>My PestPros</u>	(703) 665-4455
Gutters	
<u>All Seasons Gutter Cleaning</u>	(571) 235-9887
Ned Stevens Gutter Cleaning	(800) 542-0267
Chimney/Fireplace	
<u>The Chimney Doctor NOVA</u>	(703) 551-0005
<u>Dunn's Chimney Sweep</u>	(703) 680-3015
Movers	
<u>My Guys Moving & Storage</u>	(703) 657-1412
Dan's Van Line	(703) 585-6560