

COMTECH REALTY LLC
Move Out Procedures

If you are planning to move out, first be sure you have read and understand the Security Deposit Addendum and the applicable terms of your Lease. An inspection will be made after you vacate and remove all personal property, and return the keys. The following should assist you in preparing for the inspection:

1. GENERAL CONDITION: The dwelling unit, and other areas (garage, balcony, porch, storage (if any) must be clean and free of all personal property, and debris.
2. RANGE / COOKTOP / OVEN: Remove all cooking residuals, grease, and stains from the appliance(s) including all racks and broiler pan.
3. REFRIGERATOR / FREEZER: All food must be removed and the appliance(s) should be scrubbed and wiped clean (inside and out), including all shelves, door storage, and crisper drawers. Leave the device "ON" at the initial temperature settings.
4. CARPET: Carpeting must be PROFESSIONALLY cleaned. If you prefer, we can have it cleaned and deduct the cost from your deposit. Do not use your own equipment or rent any cleaning machines. We will charge you for any carpet damages not listed on your Move In Inspection form such as stains, bleach marks, tears, or burns. You will not be responsible for "normal wear and tear" but you will be responsible for replacement or repair of carpeting that is damaged, particularly if there are pet issues- stains / odor.
5. WALLS / DOORS / WOODWORK: These areas must be clean and free of stains, soil, finger prints, or damage.
6. BATHROOM FIXTURES: All bathroom fixtures and tile must be as clean as their age and condition allow. Tile and grout (if any) should be free of mildew stains.
7. WINDOWS: Interior and exterior (ground level) of windows must be cleaned.
8. LIGHT BULBS / FILTERS: All light bulbs should be working and left in place, and the furnace filter should be replaced.

In short, your dwelling unit should be absolutely CLEAN and in nearly move-in condition for the next Tenant when you vacate to avoid make ready charges.

Today's Date: _____

Name(s): _____

Rental Address: _____

My forwarding address and contact information (phone/email): _____

Please return this form along with your keys to avoid add'l prorated rent and lock change fees. Thank you!! Comtech Realty Staff