



Dear Resident(s),

Thank you for giving us notice that you will be moving. Please make sure you have fulfilled your Rental Agreement by leaving the property clean and undamaged. If you have not done so already, **schedule an in-office check-out consult** with us when you are ready to officially vacate the premises and hand over the keys. Once you have vacated the property and turned in the keys, **MCL Property Management has up to 60 days to refund your security deposit or** send you a detailed report as to what still needs to be done or expenses that will be taken out of your Tenant Security Deposit. The premises must be free of damages, and thoroughly cleaned by a professional cleaning service, and all monies must be paid in full.

We understand that moving may be a stressful time. In an attempt to keep a seamless transition, please keep in mind the following:

- **Cooperate with the showing of the residence** for sale or re-rental. The more showings we can approve in the beginning, the quicker we can eliminate showings altogether!
- **Begin to put out all unwanted items for trash or special pick-ups**. Please avoid piles of debris in front of the home on the last moving day, ensuring your sewer/trash account is still valid for pick-ups.
- **Schedule to have the carpets & home professionally cleaned** within a couple of days of moving out. This must be done during the validity timeline of your Lease.
- Report all damage in writing.
- The home must pass a Move-Out Inspection. If you have submitted your Move-In Inspection, as requested, that form will be accounted for during the Move-Out Inspection.

Things to know:

- (1) If you do not pass inspection, any services needed will be hired out and deducted from your Security Deposit.**
- (2) If failure to comply with these stipulations occurs, you will be charged a \$500 Administrative Fee for services related to charges that incur while the home is being prepared for the next tenant. This fee will be deducted from your Security Deposit and/or charged to you if need be.**

Arrangements must be made for the return of your keys, garage door opener(s), and forwarding address submitted no later than 4:00 PM on the effective date of your lease expiration. Please contact our office at 910-684-5577, to schedule your checkout consult. All key drop-offs are done Monday – Friday 9 AM – 4 PM only.

Thank you for being a part of the MCL Property Management Family. Best wishes in your new home!

Best Regards,

MCL Property Management Staff



MOVE OUT INSPECTION CHECKLIST:

Replace/Remove/Repair

- Burned-out lightbulbs (inside/outside)
- HVAC air filter(s) & wipe down grate/cover
- Remove all personal property & belongings from the home (furniture, supplies, food, miscellaneous items)
- Patch all nails/hanging holes adequately

Outside

- Sweep porches, decks, steps, walkways & inside garage
- Mow, weed-eat, edge, and rake lawns - including trimming shrubs
- Clear gutters & remove any debris or personal items from the lawns

Clean

- Have carpets PROFESSIONALLY cleaned

Clean

- Sweep & mop interior flooring
- Kitchen: clean out cabinets & appliances, wipe down countertops, in & out of all cabinets & appliances- especially fridge drawers & inside oven & warming drawer.
- Bathroom: clean out cabinets & closets, wipe down in & out of cabinets & closets, clean toilets, bathtubs, showers, shower doors, faucets, sinks, countertops & mirrors
- Dust ALL baseboards, windowsills, window blinds, walls & doors, switch plates, cobwebs from all corners, closets, ceiling fans & blades, light fixtures, lint traps, etc.
- Wipe down interior windows, doors & tracks.
- Clean fireplace(s), if applicable, including refilling propane or gas tank

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- Return ALL keys AND garage door openers

- Provide cleaning receipts

Please be aware that fees for cleaning or repair may be incurred based on the condition of the premises and may vary depending on the degree of cleanliness. Fees will be charged for lost garage door openers (\$48 each) and keys not returned will incur a lock change fee of \$150 or the going rate at the time of service.

Name: _____ Date: _____

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Moore County Living
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