



## RESIDENT MOVE OUT INSTRUCTIONS

We would like to thank you in advance for your tenancy and hope that your stay with Century 21 Novus has been pleasurable. We encourage you to fully read through this document to smooth the move out process and the return of your security deposit. As always, if you have any questions or concerns, please feel free to contact our office at (678) 664-1400.

- 1) **Move out Inspection**—You are not required, but are invited to attend the move out inspection completed by a member of our team. *We will not call to schedule this inspection with you; it is your responsibility to schedule an appointment with our office if you wish to be present.* We recommend calling one week prior to your move out date in order to avoid scheduling conflicts. Appointments are available M-F 9:00 AM-4:30 PM. If you do not schedule a move out inspection, all keys to the premises (including mail keys, pool keys/passes, and garage door remotes) must be turned in by noon on the date of your lease expiration to our office located at 537 Newnan Road Carrollton, Ga. 30117. If these items are turned in after normal business hours, please place an envelope with your name, property address, and forwarding address, in the drop box located outside of our office. **As a reminder, utilities must stay connected until the move out inspection is completed; failure to do so will result in a \$75.00 utility restoration fee. If all keys/passes/remotes are not turned in, you will be charged.**
  
- 2) **Refundable Security Deposit**- Per your lease agreement, a nonrefundable admin/rekey fee of \$175 is deducted from your security deposit; the remaining balance is refundable pending you have no outstanding charges on your account and there are no charges beyond normal wear and tear deemed at the move out inspection. Per GA landlord/tenant law, any remaining balance will be refunded to you within 30 days of your lease termination. *If no forwarding address is provided, this will be mailed to your last known address.* Please view the attached checklist we recommend in order to receive a full return of your security deposit!
  
- 3) **Outstanding balances**- If you *owe* money after your security deposit is applied to your account—you will receive a final account statement listing all charges deducted from your security deposit and the remaining balance owed. Any disputes must be submitted in writing to our office within 5 days of the move out inspection. You will have 30 days to pay off this balance and/or set up a payment plan agreement before the account is turned over to a collections agency and/or small claims court.

# **Cleaning Checklist – This list is intended as a reference point only and not considered all inclusive.**

## **General:**

- 1. Carpets must be professionally cleaned.**
2. Wash all windows inside and out in all rooms. Clean out window tracks.
3. Wash inside and outside of front and back doors.
4. Clean out fireplace (if applicable)
5. All marks must be washed off the walls. Remove all nails, do not patch.
6. Clean all vinyl and tile floors.
7. All carpeting is to be vacuumed and professionally shampooed if there are stains/heavy foot trafficking.
8. All trash must be removed from the premises.
9. Clean all blinds and wash or dry clean all drapes and valances. Replace if damaged.
10. Clean all light fixtures throughout unit and replace any burnt out bulbs.
11. Smoke detectors must be functioning (replace batteries if needed)
12. Air filters must be replaced.
13. Please DO NOT fill small holes in your walls with spackle. Just leave them there and we'll handle it. The next Residents will often hang pictures in the same place anyway. We have had to completely repaint interiors that were otherwise in good shape after tenants created white polka dots throughout the entire house by filling numerous small holes with spackle. If you have caused excessive wear and tear to the walls such that they will need to be touched up or prematurely repainted, call and talk to us about that before you paint yourself.

## **Kitchen:**

1. Clean inside and out of dishwasher and range hood.
2. Scrub kitchen floor, including under the movable appliances.

## **Refrigerator:**

1. Wash inside of refrigerator with warm water.
2. Take out vegetable drawers and wash in warm water, dry and replace.
3. Wash and dry outside of refrigerator.
4. Move refrigerator out from wall and clean underneath. DO NOT TURN OFF!
5. Freezer must be defrosted and cleaned.

## **Stove:**

1. Remove racks and broiler pan, soak in hot water to clean, dry well.
2. Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood.
3. Remove lower drawer and clean under stove.
4. Wash and dry outside of stove.

## **Cabinets and Drawers:**

1. Wash cupboards inside and out. Remove any shelf paper.
2. Wipe out drawers with damp rag.
3. Clean sink and counter tops.

## **Bathroom(s):**

1. Clean bathtub, tile around the tub, sink, door and fixtures.
2. Clean inside and outside of toilet.
3. Clean the inside of medicine cabinet, wipe down all countertops/cabinets inside & out.
4. Wash mirror.
5. Scrub floor.

## **Exterior:**

1. Mow lawn, trim shrubs, and weed flower beds if applicable.
2. Haul away all garbage.