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<http://www.t2mre.com>

Move-out Instructions For Owners/Landlords

We understand that your last few weeks of residence/make ready will be exceptionally busy ones; however, we do request that you attend to a number of small but important details.

- We must know the exact date the home will be completely vacant so we may represent the property as being available for new tenants on that date.
- If vacating in the winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes.
- We must have your forwarding address.
- All utilities must remain on until the start of tenant's lease unless otherwise authorized in writing.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to ensure home is thoroughly, or professionally, cleaned and by following the checklist below you will help us achieve that goal.

If you need assistance with any of these items we have a list of professionals that we can refer.

Kitchen

- All exhaust fans and vent covers should be in working order and clean of dust and grease. Filters can be washed.
- Kitchen cabinets, shelves, drawers, and counter tops must be washed inside and out and all shelf liners removed.
- Refrigerators must be cleaned inside and outside. They must also be pulled out and all dust and dirt removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators running; do not disconnect or turn them off.
- Stoves, ovens, cooktops and microwave must be cleaned inside and outside including areas around and underneath them. Do not use steel wool on appliances, plastic scrub pads work best. Be sure to operate the self clean cycle, if applicable.

- Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals washed out and wiped clean.
- Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease.

Bathrooms

- All bathroom floors, vents/fans, and walls must be cleaned with particular attention paid to the grout and caulking.
- All tubs, showers, sinks and commodes must be cleaned, disinfected and free of soap scum and cleaner residue.
- All medicine cabinets, vanities, and drawers must be cleaned inside and outside and any shelf liners removed. All mirrors should be wiped clean.

All Rooms

- We ask that you DO NOT spackle, putty, or touch up paint unless you are sure the paint will match. We can recommend professional vendors that can ensure it is done properly for us.
- All non-carpeted floors should be free of stains, dust and debris and should be mopped. Carpeted stairs tend to accumulate debris/dust in corners.
- All windows, screens, window sill must be washed
- All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
- Sliding glass doors must be wiped and the door tracks cleaned.
- All walls, vents, fans, ceilings, and closet interiors must be free of smudges, grease and food stains. A light cleaner such as “softscrub” will remove black marks from walls.
- All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt, and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order(unless noted on move in form) and light fixtures cleaned inside and out.
- All smoke and carbon monoxide alarms must be in working order (less than 7 yrs old with fresh batteries).

- Laundry and utility rooms must be free of dust, dirt and debris.
- If washing machine and dryer are present, they must be cleaned inside and outside, including floor.
- A/C and furnace filters must be changed.
- All fireplaces must be broom swept and free of ashes, wood, and debris.
- Chimneys should be professionally cleaned with invoice of work provided to management.

Carpet Cleaning

Carpets must professionally cleaned. This must be done after you have completely removed all your belongings and vacated the property. **A receipt from a professional carpet cleaning company must be provided** to us when you turn over keys. Please **DO NOT rent machines** from a store or use home cleaning machines.

We can definitely recommend a few vendors that guarantee their work to our satisfaction.

<https://www.t2mre.com/schedule-pre-move-assessment-preferred-vendors/>

Only professional cleaning is acceptable.

Be sure to have any spot treatments or pet treatments done as needed. If any Odors or Pet Odors resurfaces after you have vacated the property we may have to get vendor to remove the odor.

BE SURE the carpet cleaner will guarantee their work to T2M Real Estate standards / satisfaction.

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 pickup point.
- All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised, we do not consider leaves and debris as mulch. Install new mulch as needed.

- All shrubs must be neatly trimmed.
- All grass must be cut & edged and free of debris.
- All walkways, patios, and porches must be swept and free of weeds.
- All oil stains must be removed from the garage and/or driveway.
- The garage must be swept clean.
- All dog feces must be removed.
- All holes in lawn filled with soil.

Keys

- We need to be emailed exactly what day/time property will be vacated, so we can secure property promptly.
- On the day of your move out, please leave all keys, garage remotes, access cards, etc... in the kitchen drawer.
- We will coordinate access the property after this time for any reason, in order to monitor who has access to property.

Our experience has been that after the work and stress of moving out, landlords may be too tired to clean the house. We recommend considering a professional cleaning company. We can definitely recommend a few vendors that guarantee their work to our satisfaction.

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If you hire a professional cleaning service you should provide them this list of what we expect, oversee and in-spect their work.

Please rest assured that we will hold your future tenant to these same high standards throughout the lease agreement, and hold them accountable for returning home in the condition we provided it originally.

Thank you for working with us at T2M Real Estate, and we hope you have a pleasant move.

If you have any questions/concerns please let us know.

Respectfully,

T2M Real Estate