

# STUTTS PROPERTIES, INC.

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LEASING • MANAGEMENT • MAINTENANCE

## **MOVE-OUT INSTRUCTIONS**

We understand that your final few weeks of tenancy could be chaotic, so we wanted to provide you with the proper information to ensure a smooth transition! The ensuing pages will describe the expectations for your departure regarding the following:

- Payments
- Utilities
- Keys, Openers and Access Cards
- Personal Property
- General Maintenance
- Interior Cleaning
- Exterior Appearance

When submitting the move out confirmation form, you specified a date to officially end your tenancy and we expect you to stay the course to complete the move out in a timely manner. The final move out inspection will occur once you have surrendered all items necessary to the office drop box and we will mail all monies due, along with the disposition worksheet, in a timely manner to the forwarding address you provided. Move out inspections will not be completed with tenants present at the property and remember that utilities must be active for 10 calendar days after specified move out date.

If you have questions, please do not hesitate to contact the office. Thank you for choosing Stutts Properties and we hope you had a great experience!

Sincerely,

Stutts Properties Inc.  
3067 Huntsville Rd  
Florence, Alabama 35630

## **PAYMENTS**

- ☐ If you are signed up for Automatic Withdrawal Authorization for your rent payment, please fill out a new form to cancel the authorization and allow 3-4 weeks for this process to be completed.
- ☐ Make sure you have a \$0 balance. Contact your property manager to confirm that you have fully paid off any remaining balance on your account, including any actual or estimated utility charges for the last month of your lease that may not have been yet applied to your ledger. Please note that any unpaid rent and/or other changes on your ledger. Please note that any unpaid rent and/or other changes on your ledger after your move out may be withheld from your security deposit refund (if applicable).

## **UTILITIES**

- ☐ All utilities are to be scheduled so remain on for 10 business days after move-out.
- ☐ Departing thermostat settings (Summer – 80 degrees / Winter – 60 degrees).

## **KEYS, OPENERS, ACCESS CARDS**

- ☐ All keys, openers and access cards must be returned to the office drop box located on the date specified in the move out confirmation form. If not returned by stated date, we will initiate the process regarding hold over tenants.

## **PERSONAL PROPERTY**

- ☐ Do not leave any personal property such as clothes, couches, furniture, etc..... on the premises. There are many instances where tenants think the city or county has a service to remove these items from the road, but that is not the case.

## **GENERAL MAINTENANCE**

- ☐ Light bulbs - replace any burnt out or broken light bulbs with matching ones.
- ☐ Smoke Detectors – less than 8 years old, clean and dirt free.
- ☐ Notify the property management company of any outlets or faucets that might not be working.
- ☐ Remove all hooks, nails, or screws in walls.

## **INTERIOR CLEANING**

### Living Room and Bedrooms

- ☐ Air Vents and Air Intake Vents – Free of dust, and filters replaced
- ☐ Baseboards – Clean and dust free
- ☐ Doors – Clean, including door jams, knobs, thresholds, and side lights
- ☐ Doorknobs – Ensure that all doorknobs work and lock
- ☐ Carpeting – Must be professionally vacuumed and shampooed (receipt required)
- ☐ Fireplaces – All cinders & debris shall be removed and swept clean
- ☐ Flooring – All floors should be swept and mopped
- ☐ Light Fixtures – Interior/exterior light fixtures must be clean and dust free
- ☐ Light Switch Covers – Clean or Replace damaged light switch covers that match existing
- ☐ Smoke Detectors – Less than 8 Years Old, clean and dirt free
- ☐ Trash – All trash must be removed from premises, not awaiting trash pickup
- ☐ Walls – Clean, dusted so that no marks are visible.
- ☐ Water Softeners – Ensure water softener is full of salt.

### Windows

- ☐ Windows – Interior and exterior glass cleaned in every room including window tracks.  
Ensure that screens are intact or repaired. Secure that windows lock properly.
- ☐ Windowsills – Windows sills should be vacuumed and washed in every room
- ☐ Window Treatments – Mini blinds and curtain rods must be clean and free of dust
- ☐ Window Screens – Replace any damaged window screens

## Kitchen

- ☐ Cabinets and Drawers – Wash cabinets and drawers inside and out. Remove any shelf paper. Wipe out drawers with damp rag.
- ☐ Countertops and Backsplashes – Thoroughly cleaned, free of grease, debris and food particles:
- ☐ Dishwasher – free of soap residue and food particles. Exterior surfaces should be wiped clean of all dirt, stains and food particles to include the door seals.
- ☐ Garbage Disposal – Disposal should be clean of all food particles and odor free.
- ☐ Range Hood and Microwave – clean of dust, food particles and grease: Metal filters shall be cleaned or replace, if applicable: Hood fan light bulb should be operational
- ☐ Refrigerator – Interior and exterior washed throughout – remove all bins / shelves to clean thoroughly
- ☐ Stove – Remove racks and broiler pan, soak in hot water to clean, dry well. Clean inside of oven, top of stove (including drip pans), under elements, pan drawer, exhaust fan, hood. Remove lower drawer and clean under stove.
- ☐ Microwave – Clean interior and exterior of microwave

## Bathrooms

- ☐ Bathtubs, Showers, and Drains – Clean, disinfect and remove all stains, dust, lime, mineral.
- ☐ Floors (vinyl, ceramic, etc.) – Should be mopped and all base molding and trim
- ☐ Toilets – Entire toilet fixture shall be scrubbed and disinfected including toilet base
- ☐ Sinks, Mirrors, Faucets – Should be cleaned and free of streaks and spots;
- ☐ Vanities, Cabinets, Shelving, and Towel Bars – Clean interior/exterior
- ☐ Walls and Ceramic Tile – Wash all walls and doors until free from dirt, mildew
- ☐ Exhaust Fans – Need to be cleaned, free of dust, and silent during operation

## Carport/Garage/Storage Area

- ☐ Floors– Should be swept and free of automobile fluid stains
- ☐ Walls and Baseboards – Cleaned, no visible scuffs or markings
- ☐ Shelving – Assembled, hung in original positions

## **EXTERIOR APPEARANCE**

- ☐ Lawns must be neatly mowed and edged, trees and shrubs trimmed or pruned, yard watered and all trash and debris removed.
- ☐ Any animal droppings are to be picked up and disposed of.
- ☐ All trash and garbage must be removed from the premises (including curbside). If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away.
- ☐ Replace damaged screens and windows.
- ☐ Walkways, driveways, patios and garage floors must be cleaned and free of oil, grease and other debris.
- ☐ Repair any pet damage and spot treat carpets as needed with pet deodorizer.
- ☐ Clean outdoor light globe(s) and replace burned out or missing light bulbs.
- ☐ If you hire a professional cleaning service you should provide them a list of what we expect, and ensure they complete the work. Hiring a professional cleaning service (maid service) will not guarantee the home is clean.
- ☐ Follow the above instructions carefully. If the house does not meet the prerequisites after the inspection, applicable charges will be made with no exceptions.
- ☐ Tenants are not permitted back on the property after vacating.