

The following list has been put together in order to expedite the refund of your deposit. Please use this as a guideline while preparing for your move. This is not intended to be an all-inclusive list. If you have any questions feel free to contact us at our office.

CHECK-OUT INSPECTION REQUIREMENTS

- All of your furniture and personal items must be removed from the house before an inspection can be made. Please remove all trash from the house and yard, and make arrangements to have your trash cans and garbage put out on trash day. You will be charged if we have to haul away any trash.
- When a tenant is responsible for the carpet cleaning the carpet is to be professionally cleaned. Please contact us for a recommendation of a vendor with reasonable charges. An invoice must be submitted when you turn in keys or we will have the carpets cleaned and deduct the cost from your deposit.
- Clean appliances thoroughly.
- Wipe inside of all cupboards and vanities (most drawers can be removed so they can be emptied of crumbs/hair, etc.)
- Sweep and mop vinyl/tile floors. Remove stains and marks.
- Clean window sills and baseboards.
- Remove all cobwebs from corners and inside window areas by blinds.
- Remove any screws and nails from walls.
- Clean fireplace
- Clean all windows and screens.
- Clean all window coverings.
- Replace any burnt out light bulbs
- Make any repairs/replacements of torn or damaged screens
- Sweep/clean patio(s)/balcony(s)/garage floor
- Clean and disinfect bathroom(s)
- Mow, trim, edge, weed and water yard prior to check out (if landscaper does not take care of yard)
- Repair any damages caused by your pets.
- Return all keys and remote controls to our office on the move out date. Rent is charged for the days the keys are kept beyond the expiration of the notice to vacate.

Provide American Heritage Properties with your new address and phone number.

Thank you for your cooperation!

American Heritage Properties