**Move Out Checklist**

Sorry to hear that you will be leaving us. We trust that your apartment/house will be left as you found it. Your cooperation in this matter will be noted with your resident records.

Also, please be reminded in particular of the following:

* Remove all personal items including trash, shower curtains, food, etc. Chuck Rich Properties is not responsible for any items left in your rental after you move out.
* Vacuum the carpet and clean all floors. You could be billed for carpet cleaning.
* Refrigerator: clean and defrost, then leave your refrigerator door open
* Stove: clean, then replace the foil in the eye pans with fresh foil
* Bathroom: clean your bathtub, shower stall, toilet, and sinks
* All cabinets and drawers must be cleaned out
* All light bulbs and smoke alarm battery must be in working order
* Return all keys to the apartment/house
* Do not attempt any touch-up painting (your paint will not match ours)
* Please contact the post office to have your mail forwarded to your new address

Please check this list over carefully and make sure that all items have been carried out.  Please bring the keys to the Office.

If you are unable to move out before the first of the month, the rent will be pro-rated for the number of days that you are still in the apartment/house.  You will be considered "out" when all the keys are returned.

Please be reminded that during the notice to vacate period, we have the option of showing the apartment/house to prospective tenants during normal business hours without notice.

You have the right to schedule a mutual inspection of the apartment/house with the Management during normal business hours after all personal property has been removed from the premises. If you have moved or are otherwise inaccessible to the owner and have not contacted the Management prior to vacating the premises or you have waived in writing the right of inspection, the Management shall then inspect the premises and compile a comprehensive listing of any damage to the unit that is the basis for any charge against the security deposit and the estimated dollar cost of repairing the damage.

If there are any repair items that need our attention, please let us know prior to your move-out date.

Please contact the leasing office if you have any questions.