



Move-Out Procedure

Notification

- 1) Give proper notice of intent to move.
(Proper notification timeline found in lease/rental agreement)
- 2) Cooperate with the showing of the residence for sale or re-rental by keeping the property in presentable condition.
- 3) The lease/rental agreement requires that you leave the property in clean and undamaged condition.

Cleaning

- 1) Windows and blinds need to be cleaned.
- 2) All baseboards and trim need to be cleaned.
- 3) Replace any burned out/broken light bulbs.
- 4) Have all floors and/or carpeting professionally cleaned.
(Discounted rate available by a My HomeTown Properties preferred vendor)

Appliance Cleaning

- 1) Thoroughly clean the refrigerator, removing all food and other personal belongings. Cleaning all surfaces including the floor under it. *(Defrost if necessary but leave power on)*
- 2) Clean stovetop and oven, including the floor under the range.
- 3) Clean the microwave oven inside and out.

Grounds

- 1) Be sure grounds and lawns are trim and clean, free of weeds, leaves, debris, etc. During summer months leave the automatic watering system on to avoid damage to the lawn.
- 2) Report any and all damage to the property in writing via email to wswensen@myhometownproperties.com.

Securing the Property

- 1) Do not turn off main power or breakers for electricity. Leave furnace at 60 degree setting to prevent damage if moving in winter. Turn off swamp cooler or air conditioner if moving in warm weather.
- 2) Please be sure to fully secure the property by locking all windows and doors.
- 3) Upon leaving, **leave all keys, garage door openers, remotes, etc. in a pre-arranged location.**
(Any locksmith or re-keying expenses incurred due to improper handling of the keys will be deducted from the security deposit)

Final inspection of the property is required and must be scheduled prior to move out. Any expenses incurred for cleaning or repairing of damage, if any, will be deducted from the security deposit. You will be notified of any charges. Best of luck to you in your new home! To schedule the final inspection please contact Will Swensen 801-743-6004 or via email wswensen@myhometownproperties.com.