

**Market South Management**  
**1901 Bull Street**  
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**Move-out Inspection Guidelines**

Move out inspections of homes are made during normal business hours (9:00-5:00) Monday through Friday. **All** of your furniture and personal items must be removed from the premises **before** the inspection can be made. Please do not intend to stay in the home after the inspection is completed. Please call the office to schedule the inspection at least 3 business days prior to your scheduled departure date. You do not have to be present, but you are welcome if you choose to attend.

If you are not completely finished with your move-out at the time your appointment is scheduled, there will be a \$35.00 **additional charge** to return to the property for a final inspection.

**Requirements**

- ❑ Provide us with your complete forwarding address and phone number if you have not already done so
- ❑ Remove all personal items and trash from the home and yard.
- ❑ Clean appliances thoroughly (refrigerator, stove, vent-hood, dishwasher, etc.)
- ❑ Clean and disinfect the kitchen and bathrooms. Wipe out bath and kitchen cabinets.
- ❑ Mop all vinyl and wood floors, removing all marks.
- ❑ Wash walls carefully. Do not spackle small holes, we will take care of that.
- ❑ Clean all windows and reattach screens.
- ❑ Clean all fan blades and wash globes as needed.
- ❑ Mow, trim and edge the yard prior to check out.
- ❑ All air filters must be cleaned or replaced.
- ❑ All lights must have good bulbs.
- ❑ Carpets must be **professionally** cleaned (to our standard) and deodorized, RECEIPT REQUIRED. Be careful hiring a carpet cleaner based on the low rates they advertise. Many of them do an inferior job of cleaning, which means we will hire our carpet cleaners and bill you for their service.
- ❑ Market South Management will provide scheduling services needed to facilitate your move-out procedures if requested, such as arranging for carpet cleaning, pest control, yard maintenance and general cleaning at a charge of 15% of the job costs.
- ❑ If you have had pets (authorized or not) at your home (inside or outside), you will be required to have the home professionally treated for fleas. Any damages caused by pets (including urine stains and odors) will be charged to you and is not limited to the amount of your Security Deposit.

**Important**

- ❑ You will be charged for any cleaning, hauling, mowing, or repairs to the property that were not noted on the move-in inspection form.
- ❑ You will also be charged for re-keying the locks and for any garage remote openers if they are not returned.
- ❑ Your security deposit, or any portion thereof, will be returned within 30 days after your move out condition report has been completed. You must leave a forwarding address.

**THANK YOU FOR YOUR COOPERATION**