

Tenants are required to give a 30 day notice prior to vacating

Ally Property Management and Real Estate wants their tenants to have a smooth transition when moving from one of the properties they manage.

These are the instructions for proper move out. We know you will have a lot to keep track of during this transition. We hope this will make it more clear and organized for you. If you do have any questions, please call us.

- An inspection will be done only after all your personal property has been removed and you have cleaned the property. Rent will be charged until APM receives keys and garage door remotes. We consider you still living at the property until the keys are turned in or you've made specific arrangements with one of our agents to return keys.
- The better the condition of the property when you leave the faster the deposit can be sent out. You will need to give us your forwarding address to send your deposit refund to if you didn't already provide it on your Intent to Vacate form. If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease. However, we will do our best to try and lease the property.

CLEANING SPECIFICATIONS

- Remove all trash and personal items from home and yard.
- Clean all appliances thoroughly, including microwave, range hood, etc. Clean sinks, cabinets and drawers.
- The carpeting must be cleaned in accordance with your lease agreement and receipt turned in with keys.
- Wash non-carpeted floors. Remove stains and marks.
- Wash walls carefully; pay special attention to areas around light switches, hallways doors and baseboards.
- Clean all windows. Secure all screens and remove cobwebs inside and out.
- Make needed repairs to screens and screen doors.
- Clean and disinfect the bathrooms thoroughly.
- Repair or have repaired any damage you or your pets have caused.
- If you are responsible for the lawn care: Mow, trim and remove debris from yard.
- Make arrangements to have your trash picked up before you discontinue service.

GENERAL CLEANING

Use this as a simple check off to remember everything to do

<p>WALLS <i>Clean Vents</i> _____ <i>Vacuum cobwebs</i> ____ <i>Dust above doors</i> ____ <i>Scrub Walls</i> _____ <i>Baseboards</i> _____</p>	<p>FLOORS <i>Clean Vents</i> _____ <i>Vacuum all carpets</i> ____ <i>Sweep non carpeted</i> ____ <i>Mop/Scrub Vinyl</i> _____ <i>Clean under Refrigerator</i>__</p>
<p>DOORS <i>Clean all knobs</i> ____ <i>Dust</i> _____ <i>Clean door jamb</i> ____</p>	<p>BATHROOM(s) <i>Sink /tub/shower</i> ____ <i>Toilet</i> _____ <i>Walls / windows</i> ____ <i>Floors</i> _____</p>

WINDOWS

Sills _____
Blinds _____
Windows _____
Vacuum Tracking _____

KITCHEN

Refrigerator _____
Stove stop/ burner pans __
Oven _____
Stove hood _____
Cabinets in/out _____
Counter tops / sink _____

OUTSIDE

Grass mowed _____
Leaves raked & bagged __
Garden/Beds weeded _____
Concrete degreased _____
Lights working _____
Trash hauled off _____

Do not leave bags at the rental

MISC

Clean all Light Fixtures __
Sweep Porch's _____
Sweep Garage _____
Sliding Glass Door _____
Sweep Laundry _____
Smoke Detectors & Batteries _____
Replace burnt light bulbs _____