

## **MOVING OUT**

We have been informed that you will be vacating our property in the upcoming weeks. We would like to make it as easy as possible to process your move out and maximize the return of your security deposit for you as well as the owner. Below is a general move out checklist explaining the type of things that we will be looking for during your move out inspection. Please note it is not limited to this list and this is just a general checklist.

If you completed and returned to us a copy of the Property Condition Report that we provided to you upon move in, it will be used, along with move in pictures that were taken prior to your move in, in our evaluation of your property and any deductions that may need to be applied. If you did not send us your Property Condition Report within the first 10 days of moving in, we will assume that everything was in perfect move in condition

## **MOVE OUT CHECKLIST**

The cleaner you can have the property the more likely you will receive your full deposits returned. We recommend you hire a professional cleaning service. The following is a list of items that will be checked by our inspector after you move out.

- Dust and clean all floors, walls, baseboards, windowsills, countertops, cabinets, window coverings, light fixtures & ceiling fans & blades.
- Clean all fixtures, and appliances inside and out, sinks, showers, bathtubs, mirrors, toilets as well as behind the toilets.
- Have the house, yard and/or garage entirely removed of any personal belonging that you brought in including trash thrown out. This includes the patio or balconies.
- Replace any broken window(s), blinds or window coverings.
- Replace any burnt out light bulbs with the same bulbs as the others.
- Make sure the AC filters have been changed within the month per your lease agreement.
- Check that all utilities have been paid in full and you have given a forwarding address to those companies.
- Wall switch cover plates must be replaced if broken, stained or missing
- Carpets must be professionally cleaned. A Copy of receipt is required per your lease.
- Landscape and shrubs must be cleaned up and trimmed. Free of Debris.
- Make sure all closet poles are still attached to the walls.
- All nails, wall decals etc. must be removed and the holes patched properly and painted. IF YOU TOUCH UP PAINT MAKE SURE THE PAINT WILL MATCHFIRST. IF YOU PAINT & IT DOES NOT MATCH, YOU WILL BE CHARGED TO REPAINT THE WHOLE WALL.

**\*\*\*When your home is ready for the move out inspection, drop off all keys and garage remotes at the Property Management office at 10120 S Eastern Ave Suite #226 Henderson NV 89052 M-F 830am-5pm\*\*\***

**\*\*\* Please make sure to provide JMS Properties, Inc. your new mailing address prior to your departure\*\*\***

**\*\*\* Your final move out ledger and any refund due to you, will be mailed to you within 30 days from your move out date or the day you surrender the keys to our office\*\*\***