

## MOVE OUT INSTRUCTIONS

### FRONT PAGE REALTY, INC

1. Leave electricity on for 3 FULL WORKING DAYS after your move out date. If you move out prior to your move out date let us know in writing. If electricity is not left on for that time period following your move out, a fee may be charged to you.
2. Return ALL keys to office by midnight of your move out date. Label returned keys with your name and forwarding address. If keys are not returned by your move out date you will be charged a rekey fee.
3. Property must be left in good clean condition. Clean everything thoroughly as if a maid were sent in. Do not forget inside of windows (reachable) and all appliances including insides and tops. Dust all mini blinds, baseboards, window sills, light fixtures, ceiling fans, etc. Wipe all smudge marks off switches, cabinets, and walls. Clean and wipe out all cabinets and any shelving. Patios, garages, balconies, storage areas must be free of debris and swept.
4. Lawns must be mowed, edged, trimmed, and free of debris (where applicable).
5. All light bulbs must work and match the bulbs as when you moved in. Example: no curly-q's, no colored bulbs and all correct wattage inside house and outside house or you will be charged to change them out.
6. Smoke detector must operate. AC filter and grill must be clean.
7. Remove all tacks, nails, etc. in walls. You may be charged for any sheetrock wall repair.
8. Carpet must be vacuumed and shampooed. You must use our carpet cleaner vendor. If you use another vendor and the job is not to our satisfaction, we can have the carpet re-cleaned at your expense. Let us know at least 7 days prior to move out if you have arranged carpet cleaning and bring us a paid receipt from our carpet vendor. If we do not get notice that you have arranged the cleaning we will schedule it and you may be charged additional cleaning fee. Contact the office for our vendor information.
9. If the above instructions are not followed and if there is any damage to the property beyond normal wear and tear, your security deposit will be deducted for the cost of repairs and/or damages and you may be charged an additional coordination fee. We do not schedule walk-through inspections. If you vacate prior to your lease term, let us know and we may do our walk-through inspection earlier than your lease expiration date. Your co-operation will help speed the return of your deposit.

If you have any questions, please contact the office.

Thank you,

Front Page Realty, Inc.

512-480-8518