

# Moving Day Checklist

Thank you for choosing The Rental Office Inc. to manage your property. To ensure that this transition is as smooth as possible, please refer to the following check list so that your property is ready for occupancy by its new tenants. If you have any questions, please feel free to call your property manager at 757.486.5800.

	YES	NO
Is the house number visible from the street?		
Is there a working smoke detector on each floor of the property? Have the batteries been changed today?		
Have all door knobs and locks been tested, and does each work properly?		
Can all exterior doors be unlocked from inside without a key, in case of fire?		
Are all exterior doors keyed alike?		
Have all appliances been tested to verify that they are in working order?		
Are all light bulbs in place and working properly, including those in appliances?		
Are all sink and tub stoppers in place and working?		
All blinds which are being left behind are in working order, free of damage, and have been cleaned.		
Are all windows, storm windows, and screens in place, clean, and free from damage? Do all windows open and close properly, lock, and remain in position when open?		
Are all door stops in place and working? Where door stops are hinge-mounted, are they present on each hinge, to ensure an even distribution of stress?		
Have all personal items been removed from the property, including closets, cabinets, shed, garage, yard, and attic?		
Once vacant, have you checked all walls, doors, and other painted surfaces for cleanliness and damage? Are all painted surfaces in "move-in" condition?		
Has the property been thoroughly cleaned, including under and behind appliances? Ceiling fans? Tubs? Windows and window sills? Etc? Range and range hood? Have you replaced burner pans? (For best results, we recommend using a professional maid service, and will be happy to coordinate this for you.)		
Has the fireplace/chimney been professional cleaned or inspected by an approved vendor? (Remember to provide a copy of your receipt to The Rental Office Inc.)		
Has the carpet been professional cleaned by an approved vendor? (Remember to wait until the property is completely vacant, and provide a copy of your receipt to The Rental Office Inc.)		
Is the carpet torn, stained, loose, worn, or burned? Are any seams loose?		
Is the linoleum torn, burned, or cut? Are any seams loose?		
Is the property free of bugs such as ants, spiders and roaches? Or have you made arrangements for extermination?		
Do all cabinet doors and drawers work properly, including all necessary knobs and hardware?		
Are bathroom and kitchen counters free of damage? Have they been recently caulked?		
Are gutters properly attached, working and clean and free of debris?		
Have you replaced any loose or damaged boards on fence? Have you left the gate unlocked?		

Have you changed the air filter today, cleaned the grill, and left additional air filters behind for the tenant? If the filter goes in the unit, is this clearly marked?		
Have you left utilities (power, gas, and water) connected, and provided a forwarding address to each utility provider?		
Have you contacted the storm water department to update your billing address?		
Is the driveway or assigned parking space free of oil stains?		
Has the heating/cooling system been tested by a certified HVAC Technician within the past twelve months ?		
If you use oil heat, have you filled the oil tank to capacity?		
Have you removed all trash and debris from the property?		
If you have a pool, has it been professionally cleaned and closed?		
Have all shrubs been trimmed to a height no taller than window level?		
Has the yard been mowed within the past 48 hours, have you or make arrangements through The Rental Office for lawn and shrubs to be maintained? (The Rental Office may mow again if more than one week remains before Tenant is scheduled to move in.)		
Have you provided The Rental Office with a copy of the current Rules and Regulations from your Homeowners Association and/or Condominium Association?		
Have you provided The Rental Office with a copy of all warranties and service contracts?		
Is the property under termite contract, or have you made arrangements to have the property inspected for termites?		
Have you provided five keys to the property to The Rental Office?		
Have you provided a forwarding address and phone number to The Rental Office, along with contact numbers for you during your travel to your new home?		

**Owner Certification of Move-Out Condition**

I/We certify that we have checked each of the above items upon move-out, and the above statement is true to the best of my/our knowledge. For each item above which we have answered "NO," we authorize The Rental Office Inc. to have the item repaired / corrected at my our expense, and send me an invoice for payment, or if the property has already been rented, to deduct the cost from my rental proceeds.

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Owner

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Date

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Owner

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Date

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Owner

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Date