



Thank you so much for renting from Athens Real Estate Group! What a great year! We understand that moving can be stressful and in an effort to make your move out as easy as possible, please read the items below and complete the check list prior to your move out inspection. You will see a lot of potential charges and fees addressed – we do not mean to frighten you with these! We just want to make sure you are aware of these potential charges.

PLEASE REFER TO YOUR LEASE AGREEMENT FOR YOUR LEASE END/MOVE OUT DATE.

Move-Out Date: Your move out date is the same day as the last day of your lease. You are not permitted to stay at the property or store any personal belongings at the property after the move out inspection. The hold over rate, per your lease agreement, is \$200 per day.

Scheduling Move-Out Inspection: Please call our office at least a week prior to your lease end date to schedule a move out inspection, if you have not already done so. We only perform ONE move out inspection per property – so please be sure to consult with your roommates and agree on one day and time to have the move out inspection.

We strongly suggest that at least one (if not all) tenants are present for the move out inspection. If you are not completely moved out of the property by your inspection time and/or there is no electricity and/or water at the property for the move out inspection: you will be charged a \$50.00 missed appointment fee. We will come back to do the inspection when we can, whether you are there or not.

ALL KEYS ISSUED MUST BE ON THE KITCHEN COUNTER TOP AT THE MOVE OUT INSPECTION! If we do not have all of the keys that were issued to you returned at the move out inspection, there will be a re-key charge. The re-key fee is \$150 per your lease agreement. You also must return all mailbox keys at the time of the move out inspection. Failure to return mailbox keys will result in a \$25.00 charge.

Confirm that the person you have chosen to receive the security deposit has provided us with the correct forwarding address – this is the person that is designated as the special stipulations person on the lease agreement. It is their responsibility to split the returned deposit among all tenants involved. You will be charged a \$50.00 fee if we have to reissue a second check with the corrected address; this will also delay when you receive your refund. Statement of deposit and/or refund of deposit will be mailed out within 30 days of the last day of the lease.

Bedroom door knob locks: If you have a lock and key to your bedroom door, change these locks back to the original bedroom doorknob in which the lock does not require a key.

All carpets are required to be PROFESSIONALLY cleaned! The carpet in the property must be cleaned by a professional carpet cleaning company. We recommend allowing AREG to both schedule and complete the professional steam clean with our preferred carpet cleaning company. We can handle this for you after you move-out! If you choose to hire another carpet cleaner, the carpet cleaner must guarantee their work to the satisfaction of Landlord and/or Landlord's Agent, and a receipt is required during the walk through inspection. If it is not cleaned to our satisfaction, you will be charged for any additional expenses. Excessive stains or repairs may require an extra charge.

POWER & WATER UTILITIES: *Your power and water must be left on for 7 days after your move out date OR lease end date, which ever date is later!* Within those 7 days, we are repairing, cleaning, and painting the property from you living at the property. This is in your lease! If power and/or water is not connected for this time period, a \$100 utility reconnection fee will be charged PER UTILITY and the final bill for those days!!

(i.e. If your lease ends on 7/25, then your power and water need to remain on through the end of day on 8/1.)

FORWARD YOUR MAIL!! Be sure to forward your mail. This can be completed online with the US Postal Service. After your move out date, we will not forward any mail or pick up any packages from your former address. You get lots of coupons to Home Depot and places like it when you forward your mail online!

UNWANTED FURNITURE/ PERSONAL BELONGINGS: DONATE! DO NOT LEAVE AT PROPERTY!

Make sure that the yard is free from trash and debris. In addition, please make sure that all trash fits into and is bagged in the roll cart provided by the city, and that you are able to close the lid completely (the city will not pick up the trash if the dumpster is not completely closed). **PLEASE DO NOT LEAVE FURNITURE BY THE TRASH CAN OR OUTSIDE OF THE HOUSE.** If you have furniture you do not want, please donate it to Habitat for Humanity (706-354-0936) located at 532 Barber Street off of Prince Ave. The city does not pick up bags/furniture/trash off the ground, if they are left, we will have no choice but to charge you for their removal/disposal and this amount will be deducted from your security deposit.

Move Out Cleaning Checklist

The following checklist is designed to help you throughout your move out process. It details items we will be looking at when we perform your move out inspection. This list is not all-inclusive as each property is unique! We suggest going room-by-room and starting at the beginning of the list. Starting this list now will help reduce the stress of completing it all at the very end! Use the boxes to the left of the items to check off tasks as you complete them.

ALL ROOMS:

- Remove any nails, tacks, anchors, and window covering hangers from all walls.
- Remove all debris/trash and all furniture.
- Vacuum carpets, sweep hardwood and tiled floors.
- Remove all hangers from closets.
- Replace all lightbulbs (interior and exterior). This includes flood lights and florescent bulbs!
- Replace all HV/AC air filters and thermostat batteries.
- Make sure all smoke detectors are installed properly and all batteries are intact and functioning.
- Clean out fireplace (if applicable)

KITCHEN:

- Wipe down Oven: oven walls and grills, broiler pan, and storage space.
 - If you have a smooth-top stove, do not use an abrasive cleaning pad – it will scratch the finish!
 - If you have a coil top stove, make sure to replace the drip pans! There are 4 of them and 2 different sizes!
- Wipe down Microwave (inside and out) and vent hood.
- Remove all items from refrigerator. Wipe down drawers, walls, and shelves. Refrigerators are on wheels – pull out the refrigerator (slowly!) and sweep behind the refrigerator.
- Clean dishwasher: Run a cycle with a bottle of rinse-aid

- Remove all items from cabinets and pantry.
- Wipe out kitchen cabinets, counter tops and sink.

BATHROOMS:

- Remove debris from all drains (tub and sink). Drain-o is not a sufficient debris removal for drains. You must snake the drains if it is clogged! (To test: run your water. If the water drains slowly, then there is a clog.)
- Wipe down toilets.
- Wipe down counter tops, sink and shower/tub.
- Remove all items and debris from cabinets and wipe out.

EXTERIOR:

- Remove all trash and debris from exterior: patio, yard, driveway, etc. **(THIS INCLUDES CIGARETTE BUTTS!!)**

Trash MUST be bagged before putting it in the trash can. The city will not pick up the trash if it is not bagged and if the lid cannot close; this will result in a \$75.00 charge!

- Replace all exterior light bulbs. (This includes flood lights!)

*****PLEASE SCHEDULE YOUR MOVE OUT INSPECTION NO LATER THAN 1 WEEK BEFORE YOUR LEASE END DATE!*****

The walk through needs to be scheduled so that when we meet, you are COMPLETELY finished moving out of your house/apartment and all of the items listed above have been completed. Due to the large volume of properties turning over, no second trips will be made. If you are not finished, the house/apartment will be expensed "as is". We will walk through your unit and will provide you with a written list of expenses that will be removed from your security deposit, if any. If there is no deposit on file, we will mail out a final statement with all expenses listed along with a bill due date.

If you are not present at the move out inspection, it is agreed that you forfeit your right to dispute repair costs and move out related expenses that will be deducted from your security deposit.

Security deposit refunds will be mailed out within 30 days after lease end or move out date; whichever date is later. We will mail a letter to your special stipulation person designated in the lease agreement that includes a detailed list of what was deducted from your security deposit (including late rent fees, fines or other charges, if any) and a check for the balance of your security deposit to the forwarding address you have provided. This move out statement applies to all tenants on the lease. Be sure to check with your special stipulations person for any deposit refund or money due.

Thank you very much for renting with us and we wish all of you the best of luck with your future endeavors!

- Blake Underwood & the Athens Real Estate Group Team!