



## PROCEDURE FOR MOVE OUT

Make sure **Cusick Property Management** has received **a signed 30-day notice** (if applicable) from ALL TENANTS on the lease as soon as you decide to move. The 30 days will start **at the time the notice is confirmed received – NOT from the date on the notice!**

When everything that belongs to you is off the premises, take the keys to **Cusick Property Management**. Please make sure that you have provided a forwarding address and that the telephone numbers are correct. **It is your responsibility to see to it we can contact you regarding the distribution of your security deposit.** Then the following items should be checked for cleanliness:

- All trash from the premises is removed (both inside and out). If the owner pays for trash services please make sure to have the trash barrel empty at move out. Otherwise, **you will be charged** for the extra service in order to provide the next tenant an empty receptacle.
- All carpets should be professionally cleaned, all hardwood floors polished by a professional company. This was done prior to you moving in and therefore we expect it to be returned in the same condition. If the floors were NOT cleaned to your satisfaction at move in, those items **should have been noted and corrected on your Move In/Move-Out sheet**. If this is not done, **Cusick Property Management** will have them professionally cleaned and **deduct the cost from your security deposit**
- Any appliance included in the lease must be cleaned inside and out. Refrigerator, if provided, must be frost free and cleaned. Stove/oven must have clean burners, grill, etc.
- Bathroom fixtures must be clean. This includes mirrors, tub, toilet and sink.
- Be sure all windows and doors are locked upon vacating the premises.

In order to refund any portion of your security deposit, the premises must be left clean and ready for move-in including personal property. **Cusick Property Management cannot be held responsible for forgotten articles.**

**PLEASE REFER TO THE ATTACHED CLEANING CHECKLIST FOR A MORE DETAILED ACCOUNT OF WHAT WE LOOK FOR WHEN INSPECTING A HOME FOR CLEANLINESS.**