



Property Address: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

### MOVE OUT FORM - Professional Cleaning Standards

Once the property has been vacated, it will be inspected for cleaning and repairs. **Your lease requires that you have the property professionally cleaned and repair-free. If you have a pet your lease also requires that you have the carpets cleaned.** We would prefer to return your entire deposit. However, if items listed below require any attention, the cost of necessary labor and materials will be deducted before forwarding the balance of the deposit to you.

**KEYS RETURNED:** Estimated cost \$65.00 per lock if keys are not returned.

Front  Back  Side  Mail  Laundry  Pool  Misc

#### KITCHEN

##### Refrigerator

- Completely clean inside & outside
- Clean under & in back
- Completely defrost
- Leave door open
- Leave unplugged
- Empty & turn off ice maker (lift bar)

##### Sink

- Clean sink & fixtures
- Clean all countertops

##### Stove/Microwave/Dishwasher

- Clean all burners and oven
- Clean drain
- Clean broiler
- Clean under burners
- Clean outside, behind & under

##### Cabinets

- Remove all shelf paper
- Clean inside & out
- Clean drawers

#### CLOSETS

- Remove all personal materials
- Clean walls & shelves
- Clean floors

#### BATHROOMS

- Clean tub, sink commode & fixtures
- Clean tile walls
- Clean medicine cabinet

#### INDIVIDUAL ROOMS

- Remove all marks from floors
- Clean floors and baseboards
- Clean all marks from walls
- Clean all wood trim

- Clean all light fixtures
- Clean window sills & frames
- Clean all doors
- Clean ceiling fans and all registers

**OTHER**

\_\_\_\_\_ Remove Trash & personal property from property & street

\_\_\_\_\_ All porches, patios & entryway cleaned  
\_\_\_\_\_ All yard maintenance is up to date

**UTILITIES**

\_\_\_\_\_ All utilities should be scheduled to be turned off on the last day of your lease. If you are moving out early, you are still responsible for the unit until the end of the lease.

**Note (Any trash or personal property remaining after keys are turned in will be removed and a fee charged to tenant)**

DO NOT TOUCH-UP PAINT. NAIL HOLES IN WALLS WILL BE REPAIRED BY LANDLORD AND CHARGED TO YOU BASED ON NUMBER OF HOLES REPAIRED AND WALLS PAINTED. **Empty ice makers and leave arm up in the OFF position.** Turn off all electrical appliances, place all windows (storm & regular) in closed position, and lock doors and windows.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____	_____
Property Manager	Date	Tenant	Date
		_____	_____
		Tenant	Date
		_____	_____
		Tenant	Date

Forwarding Address for Deposit Check: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*All cost are estimates and may change at anytime according to labor and material costs. Other items and issues found not listed on form will be determined at the time of management inspection. Normal wear and tear is expected and explained by the Tenant Security Deposit Act

Thank you for leasing with Realty Consultants Property Management.  
Please keep us in mind for all your commercial and residential leasing needs.  
[www.RENTrrc.com](http://www.RENTrrc.com) 336-217-9326

# Tenant Feedback Form

At Realty Consultants Property Management, we constantly aspire to improve the quality of our residential properties to provide and maintain the best service for our tenants.

As a valued tenant we would like to get your opinion about the property you rent from us. We would be grateful if you could take the time to fill in this form.

	Good	Average	Poor	Very Poor
Management of your property:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of contacting property manager:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff attitude and helpfulness:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance issues resolved timely:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you recommend Realty Consultants Property Management to other willing tenants?  
\_\_\_\_\_YES                      \_\_\_\_\_NO

Other Comments: