



## Move-Out Instructions:

**Tenants are required to give a written 30 day notice prior to vacating.**

**Rent is due for the entire term of your lease and may not be deducted from your security deposit.**

Follow these instructions for proper move out. If you have any questions, please call us at 770-944-2555.

- An inspection will be done only after all your personal property has been removed and you have cleaned the property. At this time you need to take the keys to the office. We consider you still living at the property until the keys are turned in. Rent will be charged until Sibley Realty receives keys and garage door remote(s) if applicable – DO NOT LEAVE KEYS IN THE PROPERTY. YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY AFTER ALL KEYS HAVE BEEN TURNED INTO THE OFFICE.
- You will need to give us your forwarding address to send your deposit refund to. Leaving the property in the same condition or better than when you took possession, allows you to get a faster refund of deposit. You should receive a refund within 30 days of vacating the property and returning keys to the office. If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease. However, we will do our best to try and lease the property.

### **CLEANING SPECIFICATIONS**

- Remove all trash and personal items from home and yard.
- Clean all appliances thoroughly, including microwave, range hood, etc. Clean sinks, cabinets and drawers.
- The carpeting must be professionally cleaned and receipt turned in with keys.
- Wash non-carpeted floors. Remove stains and marks.
- Wash walls carefully; pay special attention to areas around light switches, hallways doors and baseboards.
- Clean all windows. Secure all screens and remove cobwebs inside and out.
- Make needed repairs to screens and screen doors.
- Clean and disinfect the bathrooms thoroughly.
- Repair or have repaired any damage you or your pets have caused.
- Discontinue your phone services at least 24 hours before vacating.
- If you are responsible for the lawn care: Mow, trim and remove debris from yard.
- Make arrangements to have your trash picked up before you discontinue service.