

Tenant Move-Out Guide

Thank you for choosing Peabody Residential. Following these guidelines will help make your move-out process smooth and help avoid unnecessary charges to your security deposit.

We do our best to schedule the move out appointment in advance of the end date. If the move out appointment is not scheduled to take place prior to the lease end date, you should leave all sets of keys EXCEPT one set that should remain in the lock box and all required receipts on the counter in the kitchen prior to 5:00pm on the lease end date. We are happy to be as accommodating as possible if we are able. If the property is not fully vacated at the time the move-out representative arrives, a follow up appointment will be required and a \$150 fee will be charged.

We begin marketing the property for rent 60 days prior to the lease end date. Please plan to place the provided lockbox on the front door or access area and place a copy of the key inside for scheduled showings.

*We will provide 4 hour's notice for showings. Showings will be scheduled within 2 hour windows, Mon-Sun between 9:00am-6:00pm. Please note that you will need to secure or remove all pets at the property (if applicable) for showings. If a denial of a showing is noted more than 1 time, there will be an assessment of \$100 per future occurrence and multiple denials may lead to loss of the deposit and possible additional expenses.

Before Your Move-Out

- You MUST submit your **Notice to Vacate** via your online portal.
- Provide a forwarding address.
- Leave the lockbox available for showings (if applicable).
- Cancel any recurring rent payments before your lease ends!!
- Inform all utility services and postal services of your departure date.

Preparing the Property

Professional Cleaning: Return the property in a professionally clean condition as required by your lease, including kitchens, bathrooms, appliances, cabinets, windows, floors, light fixtures and baseboards and carpeting.

Professional Services (If Required by Your Lease)

- House Cleaning
- Carpet Cleaning
- Chimney Inspection/Cleaning
- Gutter Cleaning
- Pest Treatment (if pets occupied the property)

You may use any qualified service provider. Provide copies of receipts if your lease requires them.

Move-Out Day

Please leave inside the property the following:

- All keys (1 set remains in the lockbox)
- Mailbox keys
- Garage remotes/openers
- Gate, parking and/or amenity cards/fobs
- Required cleaning/service receipts

Utilities

Leave utilities active until the move-out inspection is complete unless instructed otherwise.

Final Move-Out Checklist

Interior

- Remove all belongings
- Clean appliances
- Vacuum, carpet clean and mop floors
- Clean bathrooms
- Make sure caulk around tubs/showers is clean and free of mildew
- Replace HVAC filter
- Replace any burned-out bulbs
- Make sure smoke detector batteries are replaced (if needed)
- Remove nails in walls, patch holes as needed

Exterior

- Remove trash/personal items/debris
- Clean out the garage/patio/shed
- Mow lawn, trim bushes, weed flower beds, remove any climbing ivy/greenery
- Empty trash/recycling bins
- Clean out gutters

After Move-Out

Email Leasing@PeabodyResidential.com with your forwarding address, final utility information, and any required receipts.

Return of the Security Deposit is cont'd on next page

Return of the Security Deposit

THE SECURITY DEPOSIT MAY NOT BE USED FOR ANY RENT DUE

The security deposit will be refunded per the terms of the lease. Return of the Security Deposit is subject to but not limited to the following provisions:

- Resident has given proper notice. The full term of the Agreement has expired and tenant has complied with all other provisions.
- All charges due including rents and fees, maintenance or repair costs that are a tenant obligation, utility costs that are a tenant obligation and any other fees or charges that may be required to be paid by tenant have been paid in full.
- No damage to premises or its contents beyond normal wear and tear is evident. All walls are clean and unmarred. Tenant understands that any expenses incurred to return premises to the same condition as when tenant moved in, allowing for reasonable wear and tear shall be paid by tenant.
- The entire dwelling, including but not limited to carpets, bathroom and fixtures, floors, windows inside and out, window blinds, ceiling fans and light fixtures, all appliances, closets and cupboards are thoroughly clean and free of insects.
- All debris, rubbish, and all personal property has been removed from premises and disposed of properly.
- The HVAC system has been left clean and in satisfactory condition and the filter has been changed.
- The lawn has been cut and edged, shrubs have been trimmed and debris properly removed from premises.
- Final utility bills showing a ZERO balance have been provided as agreed upon in the Lease. We request that you deliver all required receipts and documentation no later than 25 days after your lease has ended.

Upon receipt we will process your final statement. No determination is made at the Move Out Property Review of charges against the Security Deposit. They are made after the Move Out Property Review is completed and the property manager reviews all the information.

A final statement will be sent via email along with an itemized list of damages, if there are any noted deductions. The Security Deposit Refund check will either be mailed or electronically sent within the time provided in the lease.

Questions?

Peabody Residential

Leasing@PeabodyResidential.com