

**Molden Real Estate
2400 Valley Avenue
Winchester, VA 22601
540-662-4116**

Tenant Move-Out List

Revised Sept 1, 2015

Please consider carefully the following items as they are designed to make your moving process easier and faster so as to complete any remaining transactions. Please call our office with any questions.

1. Please do not move between the hours of 11p.m. and 8a.m.
2. A fee for damages will be charged if moving vehicles park on the grass or sidewalk
3. Painting/Cleaning
 - a. Bathrooms: Please clean thoroughly
 - b. Carpets: Please vacuum only. According to the lease, we will have the carpets professionally cleaned and deduct the fee from your security deposit.
 - c. Cabinets/Drawers/Closets: Please remove all items/contents, hangers, shelf paper
 - d. Refrigerator: Please remove all food items. Leave ice cube trays, butter tray, egg holder, storage bins. Clean thoroughly. Leave the refrigerator operating and doors closed.
 - e. Range/oven: Please do general cleaning of exterior and interior, including drip/broiler pan(s)
 - f. Nail holes/Ceiling hooks: Our maintenance department will remove all nails and hooks as well as fill holes
 - g. Trash: Please remove all personal/food/trash items from your rental unit, patio, and storage unit. If any items are not removed, trash removal cost will be charged against your security deposit.
4. Damages: Any damages (beyond normal wear and tear) will be charged to you. This includes mounted wall mirror tiles, cork, wallpaper, contact paper, and painting of rental unit any color other than Sherwin Williams antique white. (Workmanship must be professional to avoid extra charges)
5. Utilities: Please arrange early to have your phone disconnected. You are responsible for calling the utility companies for meter reading and billing. The date your lease terminates or your move out date, whichever is later, should be given to the utility companies.
6. Thermostat: Please turn off air conditioners. If you are moving during the winter months, please leave the thermostat set at 50-55F degrees to prevent the freezing of water pipes.
7. Mail/Newspaper Delivery: Change of address cards are available at the post office. Please contact the newspaper office to stop your delivery.
8. Windows/Doors: Please close and lock all exterior doors /windows and turn off all lights before leaving
9. Key Return: Please return all keys to our office the day of your move. Please make arrangements with our office if you move after hours. Your account will be charged if keys are not returned when you move out.
10. Inspection: Your rental unit will be inspected by our maintenance department after you move out. You may call the office and make arrangements to be present if you would like.
11. Security Deposit: As soon as your rental unit has been inspected and all charges/credits have been applied, a letter will be mailed to you. All rents and charges must be paid in full, your keys returned to us, and your forwarding address in order for us to refund your security deposit. If a refund is due, a check will be issued within 45 days of your move-out date.

Thank You!