

MOVE OUT CHECKLIST

Completing all the instructions below will assure the best possible return of your refundable security deposit. The list provided should help to avoid any extra charges that may be added to your final move out statement.

1. Oven/Stove top/Range Hood/Drip Pans should be clean and free of grease.
2. Refrigerators should have all food removed, cleaned inside and outside.
(Do Not Turn Off!)
3. All cabinets should be cleaned both inside and out as well as doors left open.
4. All trash should be removed from the apartment, entryway, patio/porch.
5. All interior windows cleaned and locked.
6. No stickers, scratches, or holes on the walls, doors, windows, mirrors, woodwork, or fixtures. (All nail/screw holes need to be filled.)
7. Carpet must be vacuumed, free of stains and odors. Carpet replacement fees are based on our cost and are depreciated according the age of the flooring.
8. All vinyl flooring should be swept, mopped, and left free of stains, scratches, odors, and indentations.
9. Bathrooms-all toilets (including toilet seats), sinks, tubs, shower heads and vanities should be cleaned and restored to the original condition.
10. All ceilings, walls, baseboards, and ceiling fans should be free of dust, cobwebs, and dirt.
11. Make sure all blinds are unbroken, cleaned, and free of dust.
12. All screens should be in place and free of tears and damage.
13. Any burnt-out light bulbs should be replaced before vacating the apartment.
14. Patios should be swept and free of leaves, weeds, and debris.
15. (Winter) please turn heat down to 55 degrees. **DO NOT TURN OFF** (water pipes may freeze and burst if heat is left off during winter months). (Summer) Leave A/C on and set at 75 degrees leave fan set on auto.
16. Upon leaving, please be sure to fully secure the apartment by locking all windows and doors.
17. There is a \$35 charge for lock change if all keys are not returned.
18. **Turn Utilities off by calling them and having the services switched back to Bent Tree's name.**
 - a. **Vectren (Gas): 1-800-909-7668**
 - b. **DP & L (Electric): 1-800-433-8500**
 - c. **Cable Service must be cancelled by you.**

After you have vacated the apartment, it will be inspected for compliance with your lease/rental agreement. Any extra expense for the cleaning or repairing of damage will be documented, photographed, and then charged back to you and will appear on your detailed final statement. Your final statement will be mailed to the forwarding address you have provided management.

If you have any questions, please feel free to call us at 937-236-1995. We thank you for calling Bent Tree home and we wish you luck in the future.