

Move-out instructions for residents

Send this to your resident when they give notice. Replace the bracketed text with your own details.

Resident(s) _____	Property address _____
Move-out date _____	Keys due by _____
Questions: contact _____	

Before move-out day

Item	Done
Give us your forwarding address in writing	
Schedule utility shut-off or transfer for the day after you leave	
Ask us about a walkthrough before you move out, so you can fix anything you want to	
Cancel or forward mail and deliveries	

Kitchen

Item	Done
Empty and wipe out the refrigerator and freezer	
Clean the oven, range and hood	
Wipe cabinets, drawers and countertops	
Clean the sink and run the disposal	
Sweep and mop the floor	

Bathrooms

Item	Done
Clean the tub or shower, including tile and grout	
Clean the toilet, sink and mirror	
Wipe cabinets and drawers	
Sweep and mop the floor	

Every room

Item	Done
Remove all belongings, furniture and trash	
Vacuum carpets; sweep and mop hard floors	
Wipe light switches, outlets and window sills	
Leave window coverings in place	
Ask us before patching, painting or repairing anything	

Outside and storage

Item	Done
Clear the garage, patio, balcony and storage areas	
Put all trash in the bins provided [or: arrange bulk pickup]	

Handing back the home

Item	Done
Return every key, fob, remote and parking pass: [list and count]	
Leave the home at [time] on [date]	
Final walkthrough: [date and time, if you would like to attend]	

After you move out we inspect the home and compare it with the move-in record, using photos of the same rooms. Any charges are itemized and sent to the forwarding address you give us, as your lease and [state] law provide.

Thank you for leaving the home ready for the next resident. [Your company name · phone · email]

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